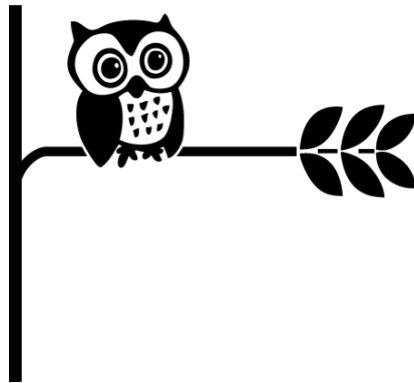


# Oswald Road Primary School

## SEND School Information Report

### September 2024



#### HMI Inspection September 2023

*"The school identifies the needs of pupils with SEND quickly and accurately. Teachers are provided with up-to-date information on the additional learning needs of individual pupils. Additionally, teachers are provided with useful tools to help them adapt the delivery of learning activities effectively. This means that this group of pupils can access the same curriculum as their classmates. Pupils with SEND take part in all the school has to offer."*

#### HMI Inspection September 2018

*"Overall, care of pupils who have special educational needs (SEN) and/or disabilities is a strength of the school's work. This is due to strong leadership in this area... One parent, reflecting the views of others, noted: 'The SEN provision at Oswald Road is second to none. I am beyond thrilled with the progress that my daughter has made.'... Transition is a strength of the school's provision, particularly for pupils who have SEN and/or disabilities."*

## **1. What kinds of special educational needs do we provide for?**

Oswald Road Primary School is a mainstream primary school. We believe that every teacher is a teacher of every child or young person, including those with SEND. *If children are not able to 'learn the way we teach' then we must 'teach the way they learn'.* Good practice for pupils with special educational needs is good practice for all.

#### Definition of Special Educational Needs and Disabilities.

A child or young person has SEN if they have a learning difficulty or disability, which calls for special educational provision to be made for him or her.

These needs can be categorised in four key areas that may create barriers to learning:

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

## **2. Who is the SENDCo and who is the Inclusion Lead? How can parents contact them?**

The school SENDCo is Helen Woolf who can be contacted by email: [Helen.woolf@oswaldroad.manchester.sch.uk](mailto:Helen.woolf@oswaldroad.manchester.sch.uk). Helen Woolf holds the National Award for SEN Co-ordination.

Helen Woolf works closely with the Inclusion Lead, Sam Barrett, who can be contacted on

[s.coombes@oswaldroad.manchester.sch.uk](mailto:s.coombes@oswaldroad.manchester.sch.uk). Sam Barrett is also the school designated ELKLAN (Speech, Language and Communications) Lead.

Learning Support Drop In sessions are available throughout the term and dates are posted on the school website.

## **3. How do we identify a child with Special Educational Needs or Disabilities (SEND) and how do we assess their needs?**

The identification of SEN is built into the overall approach to monitoring the progress and development of all pupils through the school's Policy on Teaching and Learning.

This is achieved through continual use of classroom observations and assessments of all pupils by the Class Teacher. Progress is tracked on a termly basis through pupil progress meetings. The SENDCo liaises closely with Class Teachers, Phase Leaders, SLT and the School Assessment Lead to analyse data and individually track pupils who are experiencing difficulties.

All children are tracked on Insight, our internal tracking system. Attainment and progress is measured via this, looking to progress over the year and/or progress over time. All children (unless working below the Year 1 curriculum) will access National Test Style Standardised score assessments. These assessments will be used as part of our assessment procedures in school and give a standardised score and a reading/maths age.

Progress of each child on the SEND register will be looked at individually on a termly basis. Progress of children will be discussed at Pupil Progress Meetings termly and there will be moderation opportunities over the year.

At the end of each year, teachers will mark objectives being achieved for any child who is working well-below their chronological age curriculum in order to support starting points for planning for the next academic year. This will be completed on the objectives section of Insight.

For any child working below Year 1, but able to access subject specific learning, teachers will make use of Early Years assessment documents.

Pre Key Stage standards are not used across the year / years, and only used where needed at the end of a Key Stage.

School uses The Engagement Model as an assessment and planning tool for those children who are non subject specific learners and are not yet meeting pre key stage standards.

Class teachers discuss any initial concerns regarding a pupil with the relevant Phase Assistant Headteacher. If further action is deemed necessary, Parents / Carers are informed by the Phase Assistant Headteacher and the school monitoring system will be discussed and applied, following parental consent. Following this graduated approach, if concerns remain, the pupil will be referred to the SENDCo on completion of the monitoring period and parents will be informed by relevant Assistant Headteacher.

In most cases, pupils are only identified as SEN if they do not make adequate progress once they have accessed high quality first teaching (QFT), access to adaptations and intervention, as part of the classroom Ordinarily Available Provision (OAP). Triggers for identification of a Special Educational Need could be:

- Little or no progress made when teaching approaches/learning styles are particularly targeted to improve the child's identified area of need

- Working continues over a period of time at levels significantly below those expected for a child of a similar age in certain areas of the Early Years Foundation Stage or in English and mathematics skills resulting in poor attainment in some curriculum areas
- Communication or interaction difficulties which create barriers to learning and specific interventions are needed
- Social, emotional or mental health problems which are not improved by the techniques normally employed in the nurturing environment of the school and the support of the school pastoral team
- Sensory or physical problems, which create barriers to progress, despite the provision of personal aids or specialist equipment

Once identified as having a special educational need or disability, a child will be added to the school SEND central record, so that 'additional and different' provision can be made for them and their progress can be monitored closely.

Factors which are NOT SEND but may affect a child's progress and attainment are taken into consideration and adaptations are made accordingly. These may include:

- A disability under the Equality Act 2010 - all reasonable adjustments will be made in order that they can access the full curriculum.
- Attendance and Punctuality
- Health and Welfare
- English as an Additional Language (EAL)
- Being in receipt of Pupil Premium Grant
- Being a Looked After Child / Adopted Child
- Being a child of Serviceman/woman

Persistent disruptive or withdrawn behaviour does not necessarily mean that a young person has SEN. Any concerns over a pupil's behaviour will be investigated by our Pastoral Team on the premise that the behaviour is an underlying response to a need. This may be a learning difficulty or another factor, as noted above. School staff will endeavour to recognise and quickly identify the reasons for the behaviour and take all reasonable steps to address the root cause.

The school may, with parental permission, seek the advice of external agencies such as Health, EP services, CAMHS and SALT (Speech and Language Therapist).

Please be advised that Parents / Carers may commission their own private professional reports. However, due to quality assurance issues, assessment for privately commissioned reports must take place off site. School is not able to accommodate private sector providers on site during the school day.

Parents /Carers are at liberty to share privately commissioned reports with school but please be advised that these reports will not be used to prioritise SEND provision within school and cannot be submitted by school as supporting documents for Education, Health and Care Plans (EHC). Please note, Class Teachers have 10 days to complete any paperwork requested by private providers regarding assessments.

School **do not provide** formal diagnostic Dyslexia assessments for pupils. This assessment would only be considered if a child had an EHCP / on EHCP pathway and school had received relevant professional advice.

School **do not accept** privately commissioned Dyslexia assessments to direct in-school provision. School will always read and consider privately commissioned reports and any quality first teaching adaptations will always be considered.

School **do not provide** advice or guidance with regard to parental Education Health and Care Plan (EHCP) applications. Parents can seek further advice via the Manchester Local Offer or the Manchester SENDIASS service ([sendiass@manchester.gov.uk](mailto:sendiass@manchester.gov.uk))

#### **4. How do we involve parents and consult with them about their child's education? How do we help parents of children with Special Educational Needs or Disabilities?**

The school's Policy for Special Educational Needs and Disability aims to develop partnerships with every parent and carer in the education of their child and to involve parents and pupils in the review process.

Parents and carers are valued and their contribution in terms of identification and support for pupils with SEN is fully recognised. Parents/carers with concerns about their child's learning should, in

the first instance, contact the Class Teacher who is responsible for the progress of all children in their care. Appointments to speak with Phase Assistant Headteachers can be made via the school office should parents wish to raise concerns.

For those pupils who are already being monitored on the school SEND central record, appointments to speak with the Learning Support Team are available through our Learning Support Drop In sessions, which are offered throughout the school year.

Appointments for a Learning Support Meeting can be made via the school office and dates are available on the school website.

Please note, if a pupil is under assessment by school Educational Psychologist (EP), regular TAC (Team Around the Child) meetings will be scheduled in line with the assess, plan, do, review process. School, Parents / Carers and EP will attend these TAC meetings.

School do not have capacity to offer Learning Support meetings, in addition to TAC meetings, for pupils under EP assessment. Any concerns or issues will be discussed in the scheduled TAC meetings, with the EP in attendance.

To keep parents informed we have a comprehensive website with a Learning Support section, texting service and Twitter page. We also have newsletters, a notice board outside school (near the main entrance), two parents' evenings a year and one annual report.

All children who are on the SEND central record will have a One Page Profile. One Page Profiles are reviewed and updated termly or as required by the Class Teacher.

For children with long-term, complex needs, it may be appropriate to request a statutory assessment of their needs. This can be a long and complex process but school will guide parents through each step.

Key school policies and other documents are available for all via the school's website and free copies of any policies are available at the school office, upon request.

We do have several bi-lingual staff who may be able to assist non-English speaking parents. We are also able to commission a translating service, if necessary, to support during meetings.

School works closely with a range of specialist schools in the Manchester area, who provide a mandatory outreach school

support offer. Currently, our link outreach school is Ashgate Specialist Provision.

### **How do we involve and consult with the children about their education?**

We are a Rights Respecting School and we have Rights Respecting Class Ambassadors who meet regularly. ALL children are eligible to become Ambassadors, regardless of special educational needs or disabilities. Pupil Voice is collected regularly across all phases by SLT, Subject Leads, Pastoral Team and Inclusion Team.

All children are involved in discussions about their targets with their teachers, including how well they are progressing and what they need to do or need help with next.

### **5. How do we assess and review the progress that children make and how do we involve them and their parents?**

Assessment for all children is a continual process and takes many forms, as laid out in the school's Policy on Teaching and Learning.

#### Termly Pupil Progress

It is the responsibility of the Headteacher, through the class teachers, to monitor the support and provision for pupils with SEND in their care. This work is co-ordinated by the school's SENDCo. Throughout the school, children's progress in maths and English is formally assessed by teachers every term, via both teacher assessment and standardised assessments. Termly pupil progress meetings take place within each year group and are led by the relevant Assistant Headteacher for that phase. Whole school data is monitored and evaluated on a termly basis by the School Assessment Lead and the school Senior Leadership Team (SLT). All of this information is monitored and evaluated to ensure that provision for all children is matched to their needs.

It is school policy for SLT to review progress for all vulnerable groups, including children on the SEND central record, on a termly basis. This termly review is led by the school Assessment Lead.

#### Additional Assessments

Additional assessments for children with potential or identified SEND can also be carried out by the SENDCo, Inclusion Lead and Phase Leader, usually starting with targeted classroom observations via the school monitoring process.

Further specialist assessments can then be commissioned, if appropriate, after consultation with Parents/Carers. Please note,

school operates waiting lists for access to commissioned services ie Educational Psychology, Speech and Language Therapist. In addition, school are now required to complete NHS referrals for both ADHD and Autism clinical pathways. Due to capacity issues and a sharp increase in requests, school also now operate a waiting list for ADHD and Autism referrals.

Please note the following school time frames for these referrals:

- Autism – 2 terms of intervention must be evidenced before school are able to submit a referral to either Manchester or Trafford LA. Further information regarding this referral process can be provided by both Phase Assistant Headteachers and The Learning Support Team.
- ADHD (Attention Deficit Hyperactivity Disorder) – Further information regarding the referral process waiting list can be provided by The Learning Support Team.

School have a continued commitment to providing the best possible support to children with special educational needs and their families. As a result, school currently commissions the services of the following professionals. Please note, these professionals are not permanent employees and are on site at pre-arranged designated times:

- Teresa Regan, Educational Psychologist, Catalyst EP (on site on a case by case basis)
- Helen Adkins, Speech and Language Therapist (on site twice a month for approx. 2 hours)
- Suzy Strange – Play Therapist (on site weekly)
- Saraha Deville – School Counsellor, Talk Therapy (on site weekly)
- Cat Haynes – Place2Be Therapist

#### Team Around the Child Meetings (TAC)

TAC meetings are scheduled for those children where there is significant ongoing EP involvement or in cases where school are considering submitting an application for an Education, Health and Care Plan (EHCP) to the LA, based on EP assessment.

TAC meetings are scheduled by the SENDCo and mandatory paperwork is completed which forms part of any subsequent EHCP application. A range of people are invited to TAC meetings including Parents/Carers, Class Teachers, Specialist Teachers, EPs, SALTs, OTs, 1-1 Support Workers. Both Manchester and Trafford Local Authorities require evidence of regular TAC review meetings



when considering applications for EHC plans. TAC meetings are currently scheduled as either virtual or in person meetings and relevant support to access technology is available, upon request, if required.

#### Person Centred Review Meeting / EHCP Annual Review Meeting

For children with a Statement an Education, Health and Care Plan (EHC), an annual review will be carried out by the school, in conjunction with the LA. This review is in the format of a Person Centred Review Meeting, as deemed best practice by Manchester and Trafford LA. Annual Review meetings are currently scheduled as either in person or virtual meetings and relevant support to access technology is available, upon request. Parents and external agencies are invited to attend and / or submit reports. Relevant Local Authorities are responsible for co-ordinating Transfer Reviews in year 5, which are used to begin to establish the parent/carer's choice of high school in order to assess the arrangements prior to the transfer.

### **6. How do we support our pupils with SEND as they move on to high school or move to another school?**

To support all the year 6 children with their transition to high school, a member of staff from each of the receiving secondary schools usually visits them and meets with the class teachers. All children are invited to attend open days at their new school in the summer term. Additional days are usually provided for children who are identified as vulnerable. The SENDCo coordinates additional meetings with the receiving High School SENDCo for those children with a high level of need. These meetings are attended by Parents / Carers and any other relevant professionals, where appropriate.

Additional visits to new schools are often arranged for pupils with complex SEND needs, supported by school staff, if necessary. These usually take place in the summer term. The number of additional visits will depend on the needs of the child and the capacity of staff at the receiving school.

School also offers support and assistance to Parents/Carers in terms of visiting prospective new schools or high schools. The

Inclusion Lead co-ordinates such visits and attends the school with the Parents/Carers to provide additional support.

If a child makes an in year transfer to an alternative primary school, the SENDCos of the two schools will make sure all relevant inclusion information is transferred to ensure a smooth transition and comply with GDPR guidelines. For children with a statement or Education, Health and Care Plan, a more formal transition meeting, involving all parties, may be arranged to plan the transition process. For children who transfer from our mainstream setting to a specialist setting, a formal transition meeting with the receiving school will be scheduled.

Where children with SEND move to another primary school, the SENDCo will contact the SENDCo of the receiving school to ensure all relevant information is shared. Parents planning such a move of their child, especially if their needs are more complex, are encouraged to give as much notice as possible to school so that all necessary arrangements can be put in place prior to the move.

School has strong links to specialist schools in the Manchester area including The Grange, The Birches, Ashgate and Bridglea Pupil Referral Unit. Throughout the academic year, the SENDCO and Inclusion Lead liaise with these specialist provisions to access outreach support, when necessary. When a child transfers to a specialist provision, the SENDCo liaises closely with both the LA and new setting to ensure the transition process is as smooth as possible. In addition, school offers support to parents in terms of facilitating additional visits to the new setting. School also endeavours to maintain links with children and families in their new setting.

Prior to pupils joining Oswald Road Primary School, our SENDCo and Inclusion Lead work closely with the Assistant Headteacher for EYFS, local Early Years settings, Rodney House Early Years Outreach Support, Parents/Carers and children to ensure an informed, personalised transition plan for children with special educational needs is in place. This may include SENDCo attending transition meetings with relevant professionals and outside agencies, observations in the child's current setting, meetings with

Parents/Carers and additional visits to Oswald Road setting to aid transition.

School also offers transition support to children who move between year groups and phases within school. During the summer term additional staff meeting time is allocated for teachers to discuss new cohorts, teachers may attend exit interviews with SENDCo, where provision for children with special educational needs are discussed in detail. In addition, school provides additional transition afternoons for all children to visit their new teacher and new classrooms. Parents /Carers are invited to join their child on one of these transition afternoons.

## **7. What is our approach to teaching pupils with SEND?**

In accordance with the SEND Code of Practice 2014, school does everything it can to meet children and young people's SEN. Pupils have access to additional provision on an evidenced-needs basis and we will endeavour to ensure all pupils' needs are fully met.

All class teachers are responsible and accountable for the progress and development of the pupils in their class, including where pupils access support from teaching assistants or specialist staff. All children are included in all lessons through an ethos of Quality First Teaching, which is adapted to respond to their strengths and needs, as set out in the Teachers' Standards (2012).

High quality teaching, differentiated for individual pupils, is the first step in responding to pupils who have or may have SEN. This is referred to as Ordinarily Available Provision (OAP). However, despite this, some children need additional help to make progress in their learning. Additional intervention and support cannot compensate for a lack of good quality teaching. Pupils are only identified as SEN if they do not make adequate progress once they have been given good quality personalised teaching, have been monitored via the phase Assistant Headteacher and provided with access to adaptations and intervention over a period of time, as part of Ordinarily Available Provision (OAP).

Pupils who join school (either from an Early Years setting or another Primary School) with an already identified SEND will be catered for in the same way as those identified by this school.

For children with Special Educational Needs, the class teacher, SENDCO, Inclusion Lead, Phase Assistant Headteachers and Teaching Assistants will liaise closely and make specific arrangements in the class, where necessary. This may involve flexible grouping, teaching outside of year group expectations, a specific programme of work, modified tasks, different seating arrangements or extra adult support.

For children who have support from external agencies, provision involves the expertise of the relevant external professionals. Any advice (written or verbal) will be shared with Parents/Carers and relevant staff, with adaptations incorporated into the classroom, if necessary.

Where a child has a Statement of Special Educational Needs or an Education, Health and Care Plan, the provision and approach to teaching this child is laid out in their Statement or Plan, which is shared with relevant staff members and reviewed as part of the statutory process.

We have high expectations of all children and staff meetings are dedicated to transition in Summer term. In addition, One Page Profiles, detailing key information and targets, are updated by Class Teachers and saved on the shared drive in readiness for the new school year, as a further aid to transition.

## **8. How do we adapt the curriculum and learning environment for children with SEND?**

The school provides a range of adaptive equipment from its own budget. Where required, specialist cushions / supports, writing slopes, footstools etc will be provided, with specialist furniture and/or access equipment purchased, depending on the needs of the individual child. This includes adapted IT equipment when necessary. Designated laptops and IPADs are also available to support children with SEN needs, in addition to accessing scribes and readers on a regular basis, should that be appropriate.

We endeavour to teach in a multi-sensory manner to appeal to all types of learners. Some children's needs can be met through differentiated work, classroom adaptations and/or targeted support in class. Examples may include: Focus Group with Class Teacher or TA, classroom positioning, organisational aids (task ladder, visual timetables etc), large print documents, coloured dry-wipe boards, coloured backgrounds to interactive whiteboards, specially adapted work books, pencil grip aid, IPADs and many more. We already have a very good bank of resources to assist children with additional needs and are constantly evaluating and updating this to meet the needs of the children we have in school.

Every child has access to computers in the IT suite with headphones. There are interactive whiteboards in all classrooms and a full-class set of i-Pads are available for use throughout school.

Curriculum Subject Leaders have adapted all Subject Intent documents, detailing suitable SEND adaptations and adjustments. In addition, curriculum grids are available on the school website which detail a range of appropriate curriculum specific SEND adjustments. Curriculum Subject Leaders regularly review and monitor curriculum content for all pupils, including those pupils with additional needs.

## **9. What else do we do to make the school safe and accessible?**

The school has its own gated car park. Under normal circumstances, this is for use by staff and visitors only but it does have a disabled parking bay, which can be made available to parents if their vehicle carries a blue badge. Access from the car park to the entrance lobby is via a tarmac pathway. The school has two floors and is wheelchair accessible.

In addition to the normal children's toilet facilities, there is one disabled toilet. Most doors in the school have been adapted to allow for easier access for wheelchair bound pupils although all are accessible. There is a lift in the reception area, which allows for accessibility to the first floor of the school. There are also hygiene suites available in both the Early Years environment and the main school building to support children with self-care needs.

School staff are on duty on the school playground from 8:45am. All children are supervised as they leave school to ensure safe handover. For children with SEND, specific collection/handover arrangements may be made (e.g. wheelchair users or if there is a risk of a child running away). Teaching Assistants are also employed to help with the handover process at the start and end of the day.

## **10. How are staff trained and kept up to date? If we need more expert help and advice, what do we do?**

The SENDCo and Inclusion Lead attend termly cluster meetings and pass relevant SEND updates onto SLT and staff, as appropriate. In addition the school SENDCo and Inclusion Lead attend the LA Vulnerable Children's Network meetings on a termly basis and feedback to the Headteacher and SLT. The SENDCo and Inclusion Lead meet with the designated SEND Governor on a termly basis.

To date, SEND CPD has been delivered by a range of agencies including the Children's Brain Injury Trust, Catalyst Educational Psychology Services, South Manchester Downs Syndrome Society and The Grange Specialist School. In addition, many of our Teaching Assistants have been trained to support children with a range of Special Educational Needs. Speech and Language training is delivered by our school based ELKLAN Lead, Sam Barrett. Staff have also benefitted from accessing a range of online training with a focus on supporting children with special educational needs.

We recognise that to effectively support, we need to have the skills and knowledge to understand the needs and issues that individual children face. Therefore, Continuing Professional Development (CPD) is offered to all staff. Specific training will be made available to staff to support the needs of a particular child(ren), if the expertise is not already in school.

Initially, school will endeavour to meet the needs of children with SEND from within its existing resources. However, if the child continues to experience difficulties, the school may, with parental permission, seek the advice of private external agencies such as our link Educational Psychologist.

Again, with parental permission, some children may be referred for support from our National Health Service colleagues e.g. Speech Therapy, Occupational Therapy, Community Paediatrics, Child & Adolescent Mental Health Services etc. Any plans shared with the school by these agencies are shared with relevant school school, in liaison with the appropriate agency.

Occasionally, even with the support of external agencies, we may identify that we are unable to fully meet the needs of a pupil through our own provision arrangements. In these circumstances, an assessment of the unmet needs would be carried out through the commissioning of an EP report, followed by regular Team Around the Child Meetings (TAC). These meetings involve parents, pupils and all agencies involved in the pupil's care. Following this process, and the advice of professionals involved, a decision would be made with regard to school submitting an application for an Education, Health and Care Plan (EHC) to Manchester or Trafford Local Authority.

School has strong links to specialist schools in the Manchester area including The Grange, The Birches, Ashgate and Bridgelea Pupil Referral Unit. Throughout the academic year, the SENCO and Inclusion Lead liaise with these specialist provisions to access outreach support, when necessary. Specialist teachers from these settings attend school to observe and offer specialist advice, when necessary. In addition, specialist teachers have delivered a range of CPD to school staff.

## **11. How do we know if what we provide for the children is effective?**

All SEND children have either an Education, Health and Care Plan (EHCP), a SEN support plan prepared by the school EP (following Team around the child meetings (TAC) and a One Page Profile which is reviewed on a termly basis. All of these plans are reviewed regularly by either the Class Teacher to inform best practice.

The SENDCo reports on a termly basis to both the Headteacher and designated SEND Governor on the efficient and effective use of resources for pupils identified as having SEND. For pupils with a an Education, Health and Care Plan, annual reviews are carried out

in accordance with the appropriate legislation and the SEND Code of Practice. All relevant paperwork is provided to the LA within the statutory timeframe. The relevant LA is responsible for any updates or amendments to the Education, Health and Care Plan. The relevant LA is responsible for reporting directly to the Parent / Carer regarding any updates or amendments to the Education, Health and Care Plan.

The School Assessment Lead, Phase Assistant Headteachers and SENDCo collect and analyse progress data for all pupils on the SEND record and use this, in conjunction with information gathered from other sources (learning walks, professional dialogue, discussions with Class Teachers, pupils and Parents /Carers etc) to make a judgement on effectiveness. School provision maps are updated on a termly basis, which clearly detail additionality for SEND children in each phase. Children with SEND are expected to make the best progress that they can. The progress of all children who are receiving additional provision is carefully tracked. This information is then scrutinised by the Senior Leadership Team (SLT) and SENDCo to ensure that the effectiveness and efficiency of provision is maximised.

Pupil and parent feedback is very important in our measure of effectiveness:

“The SEND team is very approachable and supportive. They are very caring, understanding and finds time to help.”

“The SEND team are very approachable and always respond in a timely manner to emails. The staff are friendly and provide excellent support.”

“The SEND team have a great range of knowledge and provides a huge amount of support and advice to help neurodiverse children in order to give them the opportunity to be socially included and the confidence to love, accept and be themselves. As a parent carer the support is major and as made a positive difference to my family.”

## **12. How are children with SEND enabled to take part in all the activities available in school?**



Children with Special Educational Needs and Disabilities are welcomed and actively encouraged to go on all trips (including residential). Where appropriate, parents will be consulted from the planning stage and all reasonable adaptations and adjustments made to ensure that children with SEND can safely access and enjoy the social and skills development that such activities bring. The adaptations will usually be the result of the risk assessment and may include additional staffing (1:1 support if necessary), extra time allowances, amendments to the activity (eg through use of different equipment) etc.

All activities within and outside school are covered by a risk assessment. These are carried out by Class Teachers and approved by the Headteacher. Additional risk assessments are carried out for specific children with advice from appropriate agencies, depending on their needs, when necessary.

Before and after school care is available to children at Oswald Road Primary School from 7:45am until school opens and from the end of the school day until 6pm during term time. This club is run internally and therefore all wraparound staff follow our SEN Policy.

As Owl Club is Ofsted registered, parents may be eligible for Working Tax Credits towards childcare costs.

There is a huge range of after school clubs at Oswald Road Primary School throughout the year, varying on a termly basis. There are also holiday clubs available on site and information can be accessed, via the school website

The following list is a selection of the usual after school clubs that have been made available to all children, including those with Special Educational Needs and Disabilities:

- Singing
- Drama
- SportsPoint
- Guitar Gang
- Clay Creators
- Creative Writing
- We Are Adventurers
- Spanish

- Rock n Rhythm Drum
- Musical Theatre
- Spanish
- Yoga (before school club)
- Big Comedy Shop
- Rock n Roll Choir
- Reading Rockstars
- Awesome Art
- Junior Rock Band
- Happy Club
- Rockukelele Club
- Hoot Camp (afterschool sports club and school holiday club)

### **13. How do we support children with medical difficulties or emotional and social difficulties? How do we deal with bullying and make sure children with SEND can tell us if they are having a problem?**

#### Medical

The school has a variety of policies which cover health and wellbeing issues eg Medicines in School Policy, Accident / Incident Report Procedures Policy etc. These are available on the school website. School has a designated Medical Needs Co-ordinator, Amanda Clifton, who reports directly to the Headteacher, Deborah Howard.

Some medications, such as asthma inhalers, are kept in the classroom. All other medication is kept in a locked cupboard in the office. All medicine is recorded in a medicine book along with details of dosage and frequency; parents sign to grant authorisation to the school to administer to their child. Full records are kept in accordance with the appropriate policy.

For individual children with specific needs, Care Plans are written at a meeting between The Medical Needs Co-ordinator, the child's parents, the child (when appropriate) and the School Nurse (if appropriate). Any new adults coming into school go through a short induction in accordance with the school's Induction Policy to ensure they are made aware of any particular care needs.

There are currently 49 members of staff trained in First Aid and some of these are trained in the use of a defibrillator. Additionally, staff receive training to deal with specific difficulties, when the need arises e.g. how to deal with a diabetic child or the use of Epi-Pens.

Where a child's health care needs may impact on their ability to access an educational trip or activity, additional advice is sought from parents, health care professionals, specialist outreach schools and the relevant Local Authority, as appropriate. School deals with medical issues through a graduated response. Minor issues are dealt with by trained school staff but we would always err on the side of caution if it was felt that an illness, injury or medical attack was more serious and contact the emergency services. School will always try to contact Parents/Carers in these instances so it is really important that the office has up to date contact details, including home and mobile telephone numbers.

### Emotional and Social

Oswald Road Primary School aims to provide a safe, nurturing environment in which all pupils achieve their full potential and have the skills and confidence to meet the challenges of the future. To support pupils and their families, the school liaises with all relevant specialist agencies such as CAMHS, paediatricians, speech therapists, occupational therapists, school nurse etc. Although none of these professionals are based in school, some do come into school to carry out assessments and therapy, with parental permission. School also has links with a range of specialist schools who provide outreach support. School may, with parental permission, seek their advice and support for a child with particular emotional or behavioural difficulties.

In some cases, a member of the school Pastoral team may complete an EHA (Early Help Assessment) form with parents. This is an assessment and planning tool, which is used to gather information about children and families to help the family decide what type of support is needed. It may be used to address an unmet educational need (as above) or an emotional or social need.

The school's link Educational Psychologist can provide advice and strategies to support some children with emotional difficulties.

## Bullying and Child Protection

All children are taught about bullying, friendships and staying safe through a combination of age-appropriate PSHE (Personal, Social, Health Education) lessons. Anti-bullying day is observed and we have play leaders and buddies on the playground. Children with specific difficulties may be teamed up with a buddy or buddies to ensure their inclusion, safety and well-being on the playground. Additionally, all staff (including welfare) are made aware of vulnerable children.

E-Safety is taught in an age appropriate manner throughout the school, recognising the potential dangers and issues on the Internet. Any bullying incident is dealt with in accordance with the school's anti-bullying policy, which is available on the website and from the office on request.

In accordance with legislation, the school has a Designated Safeguarding Lead (DSL) to deal with issues related to Child Protection and Safeguarding. Our school DSL is Donna Wealleans, Deputy Headteacher. All staff receive regular Child Protection awareness training.

Staff have received "Prevent" (anti-radicalisation) training. E-safety issues have been raised regularly with all children and letters are sent to parents to ensure children keep themselves safe.

### **14. What arrangements do we make for supporting children with SEND who are in the care of the Local Authority?**

School has a nominated member of staff for Looked After Children. This is one of the Deputy Headteachers, Donna Wealleans. The designated LAC teacher liaises with the SENDCo and other relevant staff members to contribute to the child's Personal Education Plan (PEP). Regular PEP meetings are attended by the school designated LAC Teacher.

## **15. What should I do if I have a concern or complaint about the provision for my child?**

In order to deal with your concern or complaint in the quickest and most straightforward way, we ask that Parents/Carers please direct all concerns or complaints, via email, to the following address :

**inbox@oswaldroad.manchester.sch.uk**

This inbox is reviewed daily by the Headteacher. A copy of the school's Resolutions and Complaints Policy can be found on the school website.

## **16. Where can I find information about the Authority's Local Offer?**

Information regarding Manchester's Local Offer can be found on the following website: [www.manchester.gov.uk](http://www.manchester.gov.uk). A direct link to Manchester's Local Offer can be found under the Inclusion section of the school website. This website also contains a vast amount of information on SEND related matters including an extensive list of support agencies which may be useful to parents and carers. If you do not have access to the Internet, please ask for assistance at the school office.

## **Appendix 1**

List of staff involved in SEND at Oswald Road Primary School

<b>NAME</b>	<b>POSITION</b>
Mrs Deborah Howard	Headteacher

Mrs Donna Wealleans	Deputy Headteacher / Safeguarding Lead/ Designated Adopted and LAC Teacher
Mrs Helen Woolf	Deputy Headteacher / SENDCo
Mrs Sam Barrett	Operational Inclusion Lead / School ELKAN Lead
Ms Amanda Clifton	Pastoral and Support Manager / School Health Lead
Mr Stephen Bradley	SEND Governor
Mr Peter Martin	Chair of Governors
Ms Vicky Morris	Assistant Headteacher for EYFS, Years 1 / 2
Ms Jen Beech	Assistant Headteacher for Years 3 / 4 / 5 / 6
Mr Craig Taylor	School Business Manager
Mrs Ellie Linton	School Office Manager

## **Appendix 2**

### **Special Educational Needs and Disability (SEND) Jargon Buster for Parent**

This document explains some of the terms and abbreviations used in special educational needs.

#### **Annual Review:**

The process of ensuring that an EHCP continues to describe the child's needs and how they should be met through a meeting held once each year.

#### **Assessment:**

Finding out what a child can and cannot do by observing them at early years setting or school and sometimes at home and by talking with people who know the child well

#### **Behaviour Support Plan**

A plan coordinated by schools for the development of long lasting help to those who have difficulty in learning and working alongside others.

**Carer:**

A person who is looking after a child but isn't their birth parent

**Code of Practice (SEN):**

A government document that schools, early years settings and local authorities follow when identifying children with SEN and meeting their needs

**CAMHS** - Children and Adolescent Mental Health Services

Your GP can make a referral to CAMHS or a referral can be made via the School Nurse

**Department for Education (DfE):**

A national government department

**Differentiation:**

The way in which the early years setting/school's curriculum and teaching methods are adapted to meet the needs of a child

**Disagreement resolution (mediation):**

Arrangements which all local authorities must provide to help prevent or resolve disagreements between parents/carers whose children have SEN and the local authority or school. These must include an independent service with trained mediators, designed to bring the different parties together in an informal way to try to resolve the disagreement through discussion.

**Early Years:**

Birth to five years old

**Early Years settings:**

All pre-school education provision, such as nursery classes , day nurseries, child-minders, Specialist Resource Centres including Pre-school Special Needs and Resource Team.

**Early Years Foundation Stage:**

The framework used by all early years settings which sets out standards and provides a flexible approach which supports learning and development until the end of the reception year at school

**Education Caseworker:**

A person who is employed and directed by the Local Authority to support families with children who have a special educational need.

**Education Health Care Plan (EHC plan)**

A legal document that sets out a child's needs and the extra help he/she should receive. The plan runs from 0 – 25 years if the child or young adult remains in education.

**Educational Psychologist (EP):**

A professional employed by the local authority or commissioned by the school / setting to assess a child's Special Educational Needs and to give advice to the Local Authority, schools and settings as to how the child's needs can be met

**Further Education (FE):**

Further education (FE) is used to describe the full or part time education that occurs following compulsory post-16 secondary education, which is usually distinct from that offered in universities (higher education).

**Graduated approach:**

A model which recognises that children may need different levels of support at different stages in their early years or school lives

**Key Stages:**

The different stages of education that a child passes through:

Early Years Foundation Stage – age 0-5 (Early years setting, Nursery and Reception);

Key Stage one – age 5-7 (Years 1 and 2);

Key Stage two – age 7-11 (Years 3,4, 5 and 6);

**Learning difficulties:**

Problems or conditions, which make learning harder for the individual than it is for most people

**Local authority (LA):**

A local government body that is responsible for providing education. For children with special educational needs the LA is responsible for carrying out Statutory Assessments and maintaining Statements/ECH plans

**Mainstream school:**

An ordinary school which is for all children, not just those with special educational needs

**Maintained school:**

A state school. This includes community, foundation and voluntary aided schools

**EHCP Link Support Officer:**

The person from the local authority who will deal with a child's case.

This is the person that parents/carers and schools contact with specific queries about a child's Statutory Assessment or Education Health Care Plan

**Occupational Therapist (OT):**

A professional trained to give advice on equipment, adaptations and activities to support the learning/ social development of people with physical, emotional or behavioural difficulties

**One Page Profile:**

This straightforward [person-centred thinking tool](#) captures what is important to the individual, together with specific detailed information



about how to support them, both inside and outside the classroom. It can be reviewed annually as part of transition or when necessary.

**Paediatrician (Community Paediatrician):**

A doctor who specialises in children's diseases and may be responsible for the continuing care of children with special educational needs both before school entry and in special and mainstream schools

**Parent Partnership Service (Also known as Parent Support Service ):**

A service which provides information and support to parents/carers whose children have special educational needs. See Local Offer via the school website.

**Provision mapping:**

A way of identifying the range of provision available to all pupils in a school, which is additional to and different from the school's differentiated curriculum.

**Special Educational Needs (SEN):**

The needs of children who have a learning difficulty, which means that they require special educational provision to be made for them. Children who have a learning difficulty find it harder to learn than the majority of children of the same age, or they have a disability which prevents or hinders them from accessing the education provided for other children

**Special Educational Needs Co-ordinator (SENCO):**

The person responsible for the co-ordination of special educational needs support within school or early years settings

**Resource Base:**

Based within a mainstream school providing a specialist additional SEN support.

**Specific Learning Difficulties (SpLD):**

Learning difficulties in specific areas, such as dyslexia or dyspraxia

**Speech & Language Therapist / SALT**

a professional trained to give specialist assessments, advice and treatment for

Children with communication difficulties

**Statement of Special Educational Needs:**

A legal document that sets out a child's needs and the extra help he/she should get

**TA:** A Teaching Assistant supports children with their learning activities in the classroom. They work closely with teachers to make sure pupils enjoy learning and make progress.