



Learning and Caring Together

# Annual SEND Information Report

**SENDCo:** Mrs Hayley White

**Assistant SENDCo:** Mrs Alison Marshall

**Date:** October 2020

Merebrook Infant School is a friendly, caring and vibrant learning environment where mutual respect and high expectation produces resilient, independent learners. We aim to provide a safe and secure environment where children can be happy, creative and confident in their learning and development. We seek to celebrate every individual's talents and successes, developing pride and self-belief. We believe that the environment, experiences and expectation that we provide will allow all children to achieve their potential both academically and personally.

Merebrook is an inclusive school. We promote equality of access and opportunity to all areas of the curriculum for all learners. Pupils are taught in an environment where they receive equal respect and in which their individuality is valued. It is the responsibility of all teachers to help each and every pupil reach their own potential through supported and differentiated teaching across the curriculum.

We believe that parents and carers play a vital role in supporting their child's education and we therefore aim to foster positive relationships between school staff, parents and carers during their time at Merebrook Infant School.

At Merebrook Infant School we aim to:

- identify pupils with Special Educational Needs and Disabilities (SEND) as early as possible and ensure that their needs are met
- have in place systems whereby Teachers are aware of pupils with SEND
- provide all pupils with a broad and balanced curriculum that is differentiated to the needs and ability of the individual
- have high ambitions and expectations for pupils with SEND
- be sympathetic to each pupil's needs by promoting a strong partnership between the pupil, the parent and Merebrook Infant School staff
- actively engage in support from the Local Authority and outside agencies
- ensure that all pupils take a full and active part in school life.

Since September 2017, we have been federated with our main feeder school, Emerson Valley School. We share one Headteacher and Governing Board and the SENDCo and Assistant SENDCo work across both schools.

### **What kinds of Special Educational Needs are provided for at Merebrook Infant School?**

At Merebrook Infant School we offer provision for pupils with difficulties in the following areas:

- Cognition and Learning
- Communication and Interaction
- Social, Emotional and Mental Health needs
- Physical and / or Sensory needs

## **How does Merebrook Infant School know if pupils need extra help and what should I do if I think my child may have Special Educational Needs?**

Throughout the academic year Class Teachers undertake a range of different assessments on a termly basis to monitor the progress of all children. Termly progress meetings are held between the Senior Leadership Team and all Class Teachers. During these meetings, the progress of pupils across the school is discussed. There is then a focus on those that are identified as making less than expected progress and those that have social, emotional or mental health difficulties that are affecting their ability to engage in their learning are discussed. Strategies that can be used by the Class Teacher are suggested and then put into place. If appropriate additional support may be put into place on a 1:1 or small group basis in order to address any specific areas of difficulty.

If concerns are raised by Class Teachers in relation to a child's academic attainment or progress, the SENDCo may decide to carry out some standardised tests or age appropriate assessments to more specifically identify any areas of concern. Where specific interventions are put into place and monitored by the SENDCo following these assessments, a clear baseline is established and the tests can be re-administered on a termly basis so that progress and impact of the interventions is clearly monitored.

We encourage parents to speak openly with Class Teachers about their children's needs and value input from parents. If parents are concerned about their child's progress and they have not already discussed this with their child's Class Teacher we would encourage them to do so.

## **How will I know how my child is doing?**

As a school we have an open door policy and encourage parents to talk to us about how their child is progressing at Merebrook Infant School. Although our SENDCo is based at Emerson Valley School, she is easily contactable via the school office by telephone or email and always responds to parents' correspondence as swiftly as possible. Meetings can be held at either school to suit a parent or carers preference.

Each term Class Teachers will either hold a Parents' Evening or issue a written report on every pupil's progress. This will highlight strengths and areas for improvement across the curriculum.

Those pupils recognised by the school as having a Special Education Need or Disability will be recognised on the school SEND register under the category 'SEND Support'. For SEND Support pupils, the SENDCo will be available to meet with parents once per term to discuss progress and support in place should they request this.

For pupils with an Education and Health Care Plan (EHCP), the SENDCo will organise a meeting with parents once per term at parents' request. Where possible, these meetings will also involve any staff working with the pupil in school. There will

also be a formal annual review held in school once per year to review how well the EHCP is meeting the pupils' needs.

### **How will the learning and development provision be matched to my child's needs?**

Quality First Teaching is in place in all classes and helps to ensure all pupils are able to access the curriculum. Teachers are skilled at developing their teaching to meet the diverse needs of the pupils in their class.

Differentiation is the process by which Teachers ensure that tasks are matched to pupils' abilities. This might involve the use of adult support, different resources being used or different outcomes being expected of the pupils. At Merebrook Infant School it is approached in a range of different ways to enable pupils to access the curriculum and help ensure that all pupils can experience both success and challenge in their learning.

Grouping arrangements are organised flexibly with opportunities for ability and mixed groups to maximise learning opportunities for all.

Our broad and balanced curriculum is accessed by all pupils. Adaptions are made to support specific curriculum needs, for example where a need to develop more independence is identified.

As well as Teachers, Merebrook Infant School staffing is made up of 5 Teaching Assistants. The Head of School, Miss Tracy Hurwood, works with the SENDCo to manage these support staff and directs them to work in specific year groups and with specific groups or individual pupils. The use of these additional adults is closely monitored to ensure maximum impact on pupil learning, progress and engagement.

If appropriate, the SENDCo will organise specific 1:1 or small group interventions to address specific areas of need. Currently a range of different interventions are delivered throughout the school and these change on a termly basis depending on the needs of the children. Literacy interventions may include additional phonics work on a 1:1 or small group basis using the Read, Write Inc programme, or spelling and reading programmes such as the SEFT or Rolling Programme. Maths interventions may include Numicon. Other interventions also take place to address specific areas of a child's development, for example fine motor skills or handwriting. We also run a nurture group which we run as an intervention for children with Social, Emotional and Mental Health (SEMH) difficulties.

Adaptions to the school or classroom environment may be need in order to meet the needs of specific pupils. This may involve purchasing specialist furniture or writing equipment, or may involve providing pupils with alternative methods of recording their work, for example a laptop.

### **How effective is the SEND provision at Merebrook Infant School?**

At Merebrook Infant School we are always working towards improving our provision to meet the requirements of the changing needs of our pupils. Every term, following

on from discussions with a range of people, including parents, Teachers, the Head of School and the SENCo looks closely at the progress of all pupils on the SEN register. This enabled the progress of these progress to be monitored closely and provision adjusted where progress is not as good as we would like it to be.

At the end of every term, the SENCo looks at the data for each year group for the three core subjects, Reading, Writing and Maths, and this data is used to monitor and evaluate the overall effectiveness of our school's SEND provision.

Due to the Covid-19 pandemic, end of year data for 2019-2020 was not obtained therefore a summary of progress made by SEND pupils is not available for this year.

For the academic year 2018-2019, this summarises the progress made by all SEN Support and EHCP pupils across all year groups, by subject.

	% of pupils making at least expected progress in READING	% of pupils making <u>more than</u> expected progress in READING	% of pupils making at least expected progress in WRITING	% of pupils making <u>more than</u> expected progress in WRITING	% of pupils making at least expected progress in MATHS	% of pupils making <u>more than</u> expected progress in MATHS
<b>Early Years (2 pupils)</b>	100%	100%	100%	100%	100%	0%
<b>Year 1 (7 pupils)</b>	85.7%	42.9%	100%	85.7%	85.7%	71.4%
<b>Year 2 (5 pupils)</b>	100%	60%	100%	100%	100%	100%

This information is then used to inform our planning for the following academic year.

### **How will you help me to support my child's learning?**

We operate an open door policy at Merebrook Infant School and encourage parents to talk to staff informally or arrange more formal meetings with Class Teachers as needed to discuss their child's learning. The SENDCo will liaise with parents of those pupils with additional needs as required. Merebrook Infant School are keen to support parents in helping children continue their learning at home and share details of any strategies and interventions used in school with parents so that parents can work towards the same goals at home with their child.

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

At Merebrook Infant School we have an experienced Learning Mentor that works across the school. She works closely with Class Teachers and Teaching Assistants to ensure that pupils feel happy and safe at school. She liaises closely with parents

and are able to provide 1:1 or small group work to support any additional social, emotional and mental health difficulties. She also monitors pupils' attendance and can provide support to parents with this.

Our Pupils are taught PSHE following the SEAL programme. SEAL is designed as a whole school approach, with all year groups working on the same scheme. Whole school and year group assemblies cover the same themes at the same time. We aim to teach pupils to become respectful, resilient and mindful of others' thoughts and feelings through a consistent approach to expectations of behaviour across all year groups in order to prevent bullying.

Our School Council consists of members from every class in the school. They meet regularly and work very closely with the Head of School to ensure that pupils' views are listened to and considered through the school year.

### **What arrangements are in place for involving SEND children in their own education?**

The views of our SEND children at Merebrook Infant School are very important to us. Once per term, the SENDCo selects a group of SEND children from each year group and engages in a 'pupil conference' with them. The aim of this discussion is for the children to be able to raise any concerns that they might have about school and for them to be able to evaluate the effectiveness of the school's provision for them. What do they like about the support they receive? How could it be improved? We listen to the children's views and explain anything they do not understand. The SENDCo uses this to support the school's evaluation of the provision.

We always involve any child with an EHCP in their annual review. What this will actually mean will vary according to the child's special educational needs. Participation can range from the child helping with the preparations, to attending the meet and greet / welcome part of the SEND review meeting, through to the child playing a full part in the entire SEND review meeting. Regardless of whether the child attends the meeting, their views will be sought and recorded before the meeting. The child will record their thoughts, wishes and feelings in an appropriate way depending on their capability. This process will be supported by an adult that has worked closely with the child. These views will then be shared during the meeting.

The Head of School, Miss Hurwood, is the Designated Teacher for Looked After Children (CLA). In order to support the needs of these pupils, the school liaises closely and seeks support from staff at the Virtual School.

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

Our SENDCo seeks advice from the Local Authority Specialist Teacher team each term. The SENDCo also actively engages with local opportunities to share best practice and keeps up-to-date with current Local and National policies to support pupils with SEND.

The Local Authority School Nursing Team is able to support the school with referrals to additional services including Occupational Therapists and Speech and Language Therapists. Our SENDCo supports parents with referrals to community paediatricians and is able to provide written evidence for parents to detail any provision that a child is having at school. We welcome visits in school from outside professionals involving observations and discussions about individual children and actively use any strategies suggested to us to improve our provision.

The Local Offer is a directory of information that helps families to find and access support and, through getting families feedback on the Local Offer, will become a useful tool in considering what services need to be changed and developed. All local authorities are required to have their own local offer as part of the government's SEND reforms. The Local Offer for Milton Keynes can be found on the following website: [www.milton-keynes.gov.uk/schools-and-lifelong-learning/send-local-offer/send-local-offer-parents](http://www.milton-keynes.gov.uk/schools-and-lifelong-learning/send-local-offer/send-local-offer-parents)

The school works closely with agencies delivering the Local Offer and makes reasonable adjustments to support pupils across other schools.

### **What training have the staff supporting children with SEND had or are having?**

Our SENDCo has achieved the Post Graduate National Award for Special Educational Needs Co-ordination and takes advantage of relevant up-to-date training to support her role.

Our Class Teachers have collectively received training focusing on a range of different areas of SEND, for example dyslexia. The SENDCo also leads whole school training on specific areas of SEND.

Our Teaching Assistants have been trained in a range of different 1:1, small group and whole school initiatives that support their day-to-day role. This includes a range of different Maths and English interventions, for example Numicon and Read, Write, Inc, but also programmes focusing on areas such as fine and gross motor schools and speech and language development.

### **How will I be involved in discussions about the planning for my child's education?**

Any pupils with additional needs will have their progress closely monitored by the SENDCo. We welcome parental involvement in any decisions about how to support pupils in school and aim to keep parents up-to-date with their child's current progress. Our SENDCo is available to meet with parents before, during and after school to discuss their child's needs as requested.

Parents of pupils with EHCPs are invited to arrange a meeting with the SENDCo once per term, or more often if needed, to discuss any changes that need to be made to their support. Where possible these meetings will involve the parents,

SENDCo, Class Teacher and any Teaching Assistants working in school with the child.

On a more informal basis, all of our parents are invited to a 'coffee and catch up' on the first Friday of every month, held at Emerson Valley School. These are led by our Learning Mentors but also often attended by the School's Senior Management Team, including the Executive Headteacher and SENDCo. Parents are given the opportunity to share their views about aspects of school life, ask questions and make suggestions. Parents can use this as an opportunity to have a short catch-up with school staff or ask any informal questions about the school or their child's provision.

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

At Merebrook Infant School we aim for all pupils to be able to access all trips and visits that take place outside the classroom. Reasonable adjustments will be made to enable any pupil attending Merebrook Infant School to fully participate in activities outside of the classroom, including school trips. Risk assessments are carried out and where appropriate are discussed with parents to ensure that where possible all pupils are able to participate in all activities. If it is deemed appropriate that an intensive level of 1:1 support is needed, a parent may be asked to accompany their child during a specific activity.

### **How accessible is the school environment?**

Merebrook Infant School teaching areas are all on one level. There is a disabled toilet on site. Reasonable adjustments would be made to support any children with additional needs in our care from our SEND budget. Please see our Equalities and Cohesion Policy on our school website:

<http://www.merebrookschool.co.uk/parents/policies>

### **Who can I contact for more information about SEND at Merebrook Infant School?**

#### **The Class Teacher**

Relationships are built up between school support staff, teaching staff and parents informally on a day-to-day basis. If any concerns arise about your child's learning or progress, parents are initially encouraged to request a meeting with their child's Class Teacher. Further meetings can be arranged to discuss strategies and progress as required.

**SENDCo (Special Educational Needs Coordinator): Mrs Hayley White**

**Assistant SENDCo: Mrs Alison Marshall**

Further conversations between the SENDCo or Assistant SENDCo, the Class Teacher and parents can be arranged as appropriate to discuss any developing needs. The SENDCo is responsible for coordinating any additional support that your child may need.

### **Executive Headteacher: Mrs Soheila Mathison**

The Executive Headteacher oversees all areas of the school's provision. If appropriate, the Executive Headteacher will be involved in meeting with parents to discuss children's progress and deciding upon how the school can best meet your child's needs. The day-to-day provision is overseen by Miss Hurwood, Head of School and she will normally take the lead on meetings with parents.

### **SEND Governor: Irene Hills**

Our SEND Governor supports the school in ensuring that the needs of all children are met in line with the SEND Code of Practice (2014).

Please follow the link below to our school website where you will find the following policies and procedures that you may wish to read:

- Special Educational Needs and Disabilities (SEND) Policy
- Behaviour Policy
- Child Protection Policy
- Curriculum Policy
- <http://www.merebrookschool.co.uk/parents/policies>

If you wish to make a complaint about any aspect of the SEND provision at Merebrook Infant School, please do so by consulting the procedures detailed in our Complaints policy. This can be found on our school website by following the link above.

## **How will the school prepare and support my child when they join Merebrook Infant School, transfer to a new school or move on to the next stage of their education?**

### **Starting in Early Years**

For children that start Merebrook Infant School in Early Years, parents and carers are offered the following:

- Two visits to Merebrook Infant School for children to spend some time in the setting with school staff during the Summer Term before they begin in September
- Information evening for parents, during the Summer Term before they begin in September, to explain the provision and expectations in Early Years
- There is a phased introduction to school in Early Years: Week 1 a home visit will take place by school staff before the child starts school.

Week 2, pupils attend school part time. Week 3, pupils attend full time.

For pupils with any additional needs, the SENDCo and Assistant SENDCo will also visit the pupil in their current school setting to enable conversations between staff and to meet the pupil.

For pupils that have an EHC Plan, there will be an agreed series of transition visits and meetings organised by the SENDCo to ensure that arrangements are in place for the child's transition to Merebrook Infant School. These meetings will involve Merebrook Infant School staff, staff from the current school and parents.

Additional visits can be organised if appropriate for any pupils so that they can become more familiar with the school and the staff before September.

### **Joining Merebrook Infant School at other times**

When pupils join Merebrook Infant School in-year, the SENDCo always try to ensure that they liaise with the child's previous school if the child has any additional needs. The SENDCo also aims to meet with the pupil's parents prior to them starting at Merebrook Infant School if possible. This helps to ensure a smooth transition and helps the school prepare for the pupil starting at our school. An informal home visit will be organised prior to the child starting school.

For pupils who have an EHC Plan, there will be an agreed series of transition visits and meetings organised by the SENDCo to ensure that arrangements are in place for the child's transition into Merebrook Infant School. These meetings will involve Merebrook Infant, school staff from the pupil's previous setting and parents.

### **Moving to Junior School**

During the Summer Term before pupils move to Junior School, the SENDCo will ensure that transition arrangements are in place for pupils with additional needs. Meetings may be held with the SENDCo or Assistant SENDCo and the SENDCo of the pupils' new school to discuss the pupils' needs. These meetings may also involve the Class Teachers. For those pupils with an EHC Plan, the SENDCos from both schools will meet to discuss some additional transition visits for pupils as appropriate. Any Teaching Assistants that support the pupil at Merebrook Infant School will also be involved in this transition process.

For those pupils transferring to Emerson Valley School, the SENDCo or Assistant SENDCo will already have an in depth knowledge of their needs and will be able to share this directly with the Year 3 staff at Emerson Valley School.

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

The school has an SEND Budget allocated each year. The money is used to provide additional support or resources to support the needs of children.

This money can be used for:

- Providing specialist equipment to support a specific need
- Providing additional intervention programmes to help a child learn and progress
- Providing a Learning Support Assistant to support individuals or small group
- Providing any additional resources to support learning in any area