

By September 2014, the Children and Families Bill will require Liverpool to publish and keep under review information about services they expect to be available for children and young people with special educational needs aged 0-25. This is the **Local Offer**

The intention of the Local Offer is;

- to improve choice and transparency for families.
- to provide an important resource for professionals in understanding the range of services and provision in a local area.
- to inform the joint commissioning process for children and young people with SEND by setting out in a single place what is available locally.

Clauses 25 and 28 of the Children and Families Bill places a duty on services, including schools to co-operate with local authorities in making information available.

It is central to the ethos of the SEND Green Paper which set out a vision of a new, transparent and holistic SEN system that the Local offer is co-produced with children, young people and their families.

In Liverpool we have developed a communication strategy to ensure that the widest consultation possible informs the development of the Local Offer.

To ensure that all schools are providing consistent information re The Local Offer we are providing a set of questions that parents from a Pathfinder Area devised to ensure that they have the information that is important to them about schools in their area.

We need to share the questions and your answers with parents across Liverpool and establish whether further information is required and the best way to present the information in our Local Offer. We also need to ask parents whether your answers are easy to understand, jargon free and parent friendly.

# Holy Family Catholic Primary School



## Local Offer

Welcome to our Local Offer. All governing bodies of maintained schools and maintained nursery schools and the proprietors of academy schools have a legal duty to publish information on their website about the implementation of the governing body's or the proprietor's policy for pupils with SEN. The published information is updated annually.

At Holy Family Catholic Primary School we value and are committed to working together with all members of our school community. Our Local Offer has been produced with pupils, parents/carers, governors and members of staff. We would welcome your feedback and future involvement in the review of our offer, so please do contact us. The people to contact this year are:

Mrs L J Bowes (SENCO)

Mrs R Davidson (Headteacher)

Mrs E Cairns (SEND Governor)

If you have specific questions about the Liverpool Local Offer please look at

<http://www.Liverpool.gov.uk/education-and-children/special-educational-needs/about-the-local-offer>

Alternatively, if you think your child may have a SEN please speak to their Class Teacher in the first instance.

## **1. How does the school know if children/ young people need extra help and what should I do if I think my child may have special educational needs?**

- All pupils are rigorously tracked in literacy and numeracy. If there are concerns about progress the teacher will complete a 'Cause for Concern' form and give it to the SENCo (Mrs Bowes). If any child needs extra support then we aim to identify this early and act upon it. This may mean small group intervention or individual support. These interventions may be daily or two or three times a week and will vary from ten minutes to approximately forty minutes, depending on the intervention. Teachers monitor the success of these interventions, judging their effectiveness by the impact on pupil's progress.
- If your child is new to our school then progress will be discussed with the previous school or nursery.
- If you think your child has special needs and this has not already been identified by the school, then an appointment can be made to see the class teacher, SENCo (Mrs Bowes) or Headteacher (Mr Welsh) and your child's needs can then be discussed.

## **2. How will school staff support my child?**

- The school SENCo (Mrs Bowes) will keep in touch with all class teachers and support staff to ensure that your child's needs are met and outcomes in their Pupil Profiles are reviewed. Teachers will work with children to ensure they understand their individual targets. The frequency of the support your child receives will depend on their level of need.
- At Parent's Evening, you will be involved in all support plans for your child. School staff will measure the impact of the support given to your child and the progress your child is making.

## **3. How will the curriculum be matched to my child's needs?**

- The school recognises that children are at different levels in their learning and learn in different ways. To support all children the school delivers the curriculum in different ways using a range of teaching styles and approaches. We offer small group support and individual support when needed.
- We understand that children learn at their own pace so we closely monitor progress using assessments and Pupil Profiles. All parents are

invited to contribute to their Pupil Profile and we will keep you informed of any progress that is made.

#### **4. What support will there be for my child's overall well being?**

- The school will keep in close contact with you about your child's overall wellbeing. To support the development of positive behaviours and friendship groups we have a school prefects system, where older pupils ensure that children are not isolated or bullied. We have a Vulnerable Children's Officer who works closely with Social Services, the Education Welfare Officer and the School Counsellor. We have a School Council for children to share their views and ideas. All children have weekly 'Get Set for Life' lessons taught by Mrs Clein. Mrs Clein is also available for mentoring sessions with individual children.
- We have access to a school nurse who holds monthly 'drop in' sessions for parents and carers.
- Through Primary Consortia we have access to a range of services.

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

- The school can access specialist support from Special Schools for children with Social, Emotional and Behavioural Difficulties, children with Learning Difficulties and Children with a diagnosis of Autistic Spectrum Disorder.
- The school receives support from the Educational Psychology Service and SENISS (Special Educational Needs Integrated Support Service).
- We can make referrals, with your consent, to many specialist services including CAMHS (Child and Adolescent Mental Health Service) and SLT (Speech and Language Therapy Service)
- School staff are trained in a variety of specialist areas and can access the expertise of teachers from other schools in their Primary Consortia.
- The school employ an Extended Schools Officer (Ms Dawn Lee) for 5 mornings per week.

#### **6. What training do staff supporting children and young people with SEND receive?**

- The SENCo attends Local Authority Briefings to keep up to date with any legislative changes in SEN.

- The SENCo and support staff can access training through their primary Consortia.
- All staff receive annual Safeguarding training.
- All staff in the school receive training to meet the needs of all the children attending the school at any point in time. This may include Dyslexia Training, ASD awareness training and Behaviour Management.

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

- Where possible, provision will be made for all pupils to access all areas of the curriculum including extra-curricular activities. We will always contact you before a planned activity if we think your child may require additional support to meet required health and safety standards. This may involve a specific risk assessment to identify any additional support needs your child may have to ensure full participation.

### **8. How accessible is the school?**

See school accessibility plan.

### **9. How will the school support my child to join the school and how will the school support my child in transferring to the next stage of education?**

- The school offer a 'Ready for Nursery' and 'Ready for School' four week program for all parents and children starting in EYFS.
- For 'in year transfers', you and your child will be invited to look around the school and meet a senior member of staff.
- We will contact any early years settings, or other schools your child has attended to gather information about their needs.
- We will contact any specialist services that support your child and ask you to invite them to a Team Around the Child meeting at school to ensure that we are working in partnership to achieve the best outcomes for your child.
- We support pupils moving to new settings and Key Stages by making opportunities available to them to attend the new setting for discreet activities, assemblies and playtimes.
- We develop a transition plan in partnership with you, your child, the new setting and specialist staff supporting your child to ensure that they enjoy a smooth transition.

### **10. How are the school's resources allocated and matched to a child's or young person's special needs?**

- The school's SEN budget is allocated to meet the needs of the children on the SEN Register.

- The progress and attainment of all children is tracked and resources are allocated according to need.
- The SEN budget is used to ensure that school staff are qualified and trained to support your child and to purchase specialist help if needed, although this is a finite resource.
- We also use the budget to ensure that children's individual needs are met from specific interventions and programmes, where appropriate.

### **11. How is the decision made about what type and how much support my child receives?**

- In school we adopt a graduated response to meeting need. This means we record concerns about a pupil at pupil profile meetings and determine a timescale for a classroom based intervention and expected outcome.
- We will consult with you on progress and if expected outcomes are not met agree a timescale for withdrawal from class to a small group intervention.
- We will review with you the impact of interventions and if appropriate access further support from outreach services at the Primary Consortia.
- We will always plan your child's support with you, review progress and try to meet needs within our own resources.
- If your child requires additional specialist support we will discuss with you the pathways to more specialist support/provision.
- All resources available to school are finite and subsequently are accessed on a priority needs basis.

### **12. How are parents involved in the school? How can I be involved?**

- At the beginning of each academic year we hold a 'Back to School' information session.
- We hold regular parent afternoons/ evenings for you to talk to your child's teachers about their progress.
- We are happy to offer individual appointments to discuss specific issues with you about your child's progress.
- We hold parent surgeries, once a term, for you to talk to the school's Educational Psychologist, Dr Leslie Henshaw.
- We invite specialist agencies into school to talk to parents about how they can support you and your child.
- We regularly invite parents to assemblies to celebrate the children's achievements. Tea and coffee are available in our community room prior to the assembly.
- We hold a weekly parent and toddler group where parents with younger children can come along and meet other parents whilst enjoying activities with their child.

- We hold weekly health and wellbeing sessions on Tuesday and Thursday mornings in the Sports Centre where parents can join a keep fit class for just £1.
- We are a hub school for Family Learning. Parents and members of the community can get involved in FREE accredited courses which will help support their child's education e.g. Maths, English, ICT and Parenting.
- We run termly ready for nursery sessions where parents and the children due to start nursery can attend three sessions to meet the other children they will be starting nursery with whilst doing fun and creative activities.
- We hold a yearly Christmas activity workshop where parents can go into class with their child and complete craft activities.
- We have an open door policy and our parents can use the community room freely to make drinks and use our computer.

### **13. Who can I contact for further information?**

If you require more information about our school please go to our school website:

If you would like to talk to a member of staff please contact your child's teacher, the SENCo or the Head Teacher.

The Local Offer can be found in the Family Services Directory on the city council website:

<http://www.Liverpool.gov.uk/education-and-children/special-educational-needs/about-the-local-offer>