

# Who are the best people to talk to in this school about my child's difficulties with learning/ Special Educational Needs or Disability (SEND)?

## **Class/subject teacher**

Responsible for:

- ✚ Checking on the progress of your child and identifying, planning and delivering any additional help your child may need (this could be things like targeted work, additional support) and letting the SENCo know as necessary.
- ✚ Writing Individual Learning Plans (ILP), and sharing and reviewing these with parents/guardians and pupils at least once each term and planning for the next term.
- ✚ Ensuring that all staff working with your child in school are helped to deliver the planned work/programme for your child, so they can achieve the best possible progress. This may involve the use of additional adults, outside specialist help and specially planned work and resources.
- ✚ Ensuring that the school's SEND Policy is followed in their classroom and for all the pupils they teach with any SEND.

## **SENCo (Peter Mooney contact on 01706 648089)**

Responsible for:

- ✚ Coordinating all the support for children with special educational needs or disabilities (SEND) and developing the school's SEND Policy to make sure all children get a consistent, high quality response to meeting their needs in school.
- ✚ Ensuring that you are:
  - involved in supporting your child's learning
  - kept informed about the support your child is getting
  - involved in reviewing how they are doing
- ✚ Liaising with all the other people who may be coming into school to help support your child's learning e.g. Speech and Language Therapy, Educational Psychology etc...
- ✚ Updating the school's SEND register (a system for ensuring all the SEND needs of pupils in this school are known) and making sure that there are excellent records of your child's progress and needs.
- ✚ Providing specialist support for teachers and support staff in the school so they can help children with SEND in the school achieve the best progress possible.

**Executive Headteacher (Mrs Monica Walczak) or Head of School (Mrs Victoria Lord) - contact on 01706 648089**

Responsible for:

- ✚ The day to day management of all aspects of the school, this includes the support for children with SEND.
- ✚ They may delegate responsibility to the Inclusion Manager/SENCo and class teachers but are still responsible for ensuring that your child's needs are met.
- ✚ They must make sure that the Governing Body is kept up to date about any issues in the school relating to SEND.
- ✚ They allocate financial resources, including administering the SEND budget

**SEN Governor (Mrs Lucy Merlo contact via 01706 648089)**

Responsible for:

- ✚ Making sure that the necessary support is made available for any child who attends the school who has SEND.
- ✚ Ensuring best practice in SEND.