

# **Thomas Telford School**



## **Special Educational Needs and Disability/Inclusion Policy and Information Report**

**Updated by Nicola Parkinson September 2022  
Review Date September 2023**

## **Statement of Intent**

Thomas Telford School is committed to an inclusive education for all its students. This policy outlines the framework for Thomas Telford School to meet its duty, obligation and principle equality values, providing high quality education for all students including students with Special Educational Needs and Disabilities.

Thomas Telford School will have regard to the Special Educational Needs and Disability Code of Practice (January 2015) which provides statutory guidance on duties, policies and procedures relating to Part 3 of the Children and Family Act 2014.

Thomas Telford School will ensure that all children SEND receive the appropriate support as outlined in the Special Educational Needs and following documents:

- SEND Code of Practice January 2015.
- The Equality Act 2010 - (schools departmental advice for school leaders. Updated 2014)
- Statutory guidance on Supporting Pupils at School with Medical Conditions December 2015
- Thomas Telford School SEND/Inclusion policy and Information Report 2021
- Teachers Standards 2013 (terminology updated July 2021)
- Thomas Telford School Safeguarding Policy September 2021
- Accessibility Plan 2021 -2023

Thomas Telford School will take active steps to minimise barriers enabling all students identified as having a disability or Special Educational Needs are provided with equal access to the curriculum.

Thomas Telford School will operate a whole school approach to Special Educational provision, where all staff are responsible for meeting the Special Educational Needs and are expected to ensure suitable differentiation and accessibility to the full curriculum.

**New Code of Practice is at Green Paper stage. Proposed date for update October 2022. This policy will be updated in accordance with any changes on the release of the document.**

## **Aims**

- To be guided by the Special Educational Needs Code of Practice and related legislation.
- To ensure all students are fully integrated into the school and individual needs are assessed and supported as far as is practicable within a mainstream educational establishment.
- To demonstrate a commitment to developing access to the school and the full curriculum for all students.
- To consider the views of the individual student and their parent/carer are taken into account at all times when their requirements are being assessed.
- To develop a culture of inclusion where staff who are working with SEND students have appropriate information.
- To ensure that students receive and enjoy their educational entitlement, irrespective of gender, ethnicity, race, religion or special need.
- To ensure our best endeavours are used to secure special educational provision for students for whom this is required and that it is 'additional to and different from' that provided within the differentiated curriculum to respond to the following areas of need:
  1. Communication and Interaction
  2. Cognitive and Learning
  3. Social, Mental and Emotional Health
  4. Sensory/Physical
- To support students with medical conditions and work to their full inclusion in all school activities by ensuring consultation with health and social care professionals.
- To work in cooperation and productive partnership with outside agencies, to ensure there is a multi-professional approach to meeting the needs of all vulnerable learners.

## **Identifying SEND**

Any student, whatever their level of attainment, may experience a difficulty at some stage in their school life needing support to access and progress through the curriculum at an appropriate pace. Early identification of students who need additional support is essential to enable staff to provide effective learning experiences for individual students.

Some of these students may have an Educational Health Plan (EHCP).

Students who attend Thomas Telford School may have:

- exceptional ability in one or more curriculum areas
- emotional or behavioural difficulties
- physical disabilities
- physical problems connected with sight, hearing or speech
- specific difficulties related to aspects of language, reading or mathematical work
- mild, temporary difficulties which cause a slower rate of progress through the curriculum

## **Assessment of Students with SEND/Inclusion Needs**

Assessment should not be regarded as a single event but as a continuous process. Thomas Telford School will be responsive and open to expressions of concern by parents/carers and take into account any information parents/carers provide about their children. Some students may also raise their own concerns about their progress which will be considered, treated seriously and followed up appropriately. Thomas Telford School is aware of Parent Partnerships Service and parents/carers will be offered advice and support as and when appropriate.

It is acknowledged that the request for support for individual students can occur at any time. The identification of need can come from any one of a number of sources. For example:

- Subject Teacher
- Personal Tutor
- School Nurse
- Feeder Primary School
- Member of staff
- Parents
- Outside Agencies
- The individual student

Identification of a students' SEND may take a variety of forms including the measurement of students' progress by referring to:

- Evidence of teacher observations and assessment
- A student's performance highlighted through the Module Reporting System
- Standardised screening or assessments
- Collation of a number of performance indicators
- External agency reports such as LSAT or EP

The SENDCo will coordinate the referrals and assessments through the relevant personnel and in full consultation with parents/carers.

Thomas Telford School will **adopt a graduated response** to match the special educational provision to the needs of the students, with due regard to the Special Educational Needs and Disability Code of Practice (updated January 2015).

## **Promoting an Inclusive Culture through Learning Support**

Raising the attainment of all students, including those with SEND, is a whole-school responsibility. All teachers are expected to teach inclusive lessons.

Thomas Telford School operates a whole School approach to special educational provision. This means that all staff are responsible for meeting special educational needs through a continual four part cycle:

1. **Assess** – a clear analyses of the students’ needs
2. **Plan** – parents notified and agreement reached on adjustment/intervention support as well as impact on progress, outcomes sought – date for review
3. **Do** – teacher remains responsible for working with student on daily basis
4. **Review** – impact of the support and intervention

(Appendix A)

Effective mixed ability teaching provides the foundation for maximising student performance. To this end, teaching staff at Thomas Telford School will:

- Provide a curriculum which enables all students to access the full curriculum
- Ensure resources are differentiated according to need
- Keep up to date with training and resources on SEND
- Identify concerns and seek support from the SENDCo
- Target resources specifically for exceptionally able students, those with learning difficulties and those students with physical disabilities.
- Provide a whole School approach to Learning Support so that meeting special educational needs is an integral part of curriculum planning, delivery and assessment
- Utilise fully Information Technology so that students can take more control over their learning

## **Promoting an Inclusive Curriculum**

Our aim is to raise aspiration and outcomes through an ambitious curriculum for all students. Extra help and learning support for exceptionally able students and those with learning difficulties may take a variety of forms. For example:

- A learning programme with adapted starting points
- Assistance from an additional teacher, technician, or helper in the classroom
- Being taught individually or in small groups
- Using technological equipment/software for specific skill training, mobility aids.
- A wealth of enrichment opportunities

### **Teaching of Phonics**

The SENCo liaises with English staff to deliver a structured programme for the teaching of Phonics. The Programme is ‘Fresh Start’ by Ruth Mishkin. Students will access this programme after an assessment for:

- Reading age

Students who are below their reading age expectation will be selected for intervention. Parents will be actively involved and supporting their child through the programme.

## **EAL -English as an Additional Language (EAL)**

The identification and assessment of the SEND of a student whose first language is not English requires particular care. It is necessary to consider the student within the context of their home, community and culture. However, when a student who uses English as an additional language makes slow progress, it should not be assumed that their language status is the only reason; they may have learning difficulties. In such cases Thomas Telford School will look carefully at all aspects of the student’s performance in different curriculum areas to establish whether the difficulties they have are due to limitations in understanding English or from SEND.

## **Children with Specific Circumstances**

Children who have been taken into care by the LA are legally defined as being 'Looked After – Children in Care' (CIC).

Thomas Telford School recognise that CIC students are more likely to access SEND provision. Thomas Telford School has a designated member of staff for coordinating the support of CIC students is Mr Jamie Norman.

## **Promoting Mental Health and Well-being**

Thomas Telford School will implement the Social, Emotional Mental Health and Well-being policy September 2021 promoting:

- A PSHE curriculum focusing on promoting students 'resilience, confidence and ability to learn
- In house counselling service aims to provide a six week block of support for developing coping strategies.
- A Nurture Centre which provides students with short periods of 'respite bite' with the aim of equipping students with necessary skills to build independent life skills.

## **Monitoring and Evaluating**

All Special Educational Provision/Policy is monitored and reviewed by the Governors of the School.

**Mr Bromley Jones** is the Governor with responsibility for Special Educational Provision.

Mrs Nicola Parkinson is Head of Special Needs. Mr Jamie Norman has overall responsibility for Special Needs.

The progress of students on the SEND register is carefully monitored through the Module Reports system, Records of Achievement and Review Meetings between Personal Tutors. The SENDCo is informed if progress is not being made and more specialised support may be required and implemented appropriately.

All teaching staff are informed and have access to information on specific students with SEND

- SEN Register
- Staff and departmental meetings/briefings

This enables teachers to plan effectively and implement any recommended teaching strategies. Those students identified as having additional needs are provided with a plan of provision. The 'Communication Passport' are accessible to all teaching and support staff which outline the strategies teaching staff should incorporate into their sessions to ensure that practice is fully inclusive.

When the needs of individual student have been assessed, it may become necessary to target additional resources to facilitate learning.

- Provide in class support for targeted students
- Team teach or provide individual tuition if the need arises
- In conjunction with the class teacher, prepare individual programmes of study and resources for targeted students
- Develop staff expertise in catering for students with special educational needs

The SEN department will provide specialist guidance and co-ordinate this provision in consultation with the Senior Management Team.

Special Needs will feature as a weekly agenda item on both Senior Management, Team and Area of Experience Meetings.

The Learning Support Team will meet with the Deputy Head Mr Jamie Norman as part of the monitoring schedule at least twice termly.

An on-going programme of staff development has been designed to enhance the skills of the Learning Support Team and School staff.

All outside agency support is co-ordinated and overseen by the Acting Head of Special Needs.

Partnership with parents is the foundation stone of the School's work. All Communication Passports are discussed and negotiated with parents.

### **Special Needs Admissions**

Thomas Telford School does not discriminate against students with SEND. The School admits students from across the whole ability range. Where applicants have identified special educational needs, a meeting will be convened with the Headmaster and/or Deputy Head/Head of Special Needs alongside parents to assess the suitability of the School's provision for the applicant prior to admission.

Where a student has been identified as having an Educational Health and Care plan (EHCP), a meeting will be convened with the Acting Head of SEND and a representative from the relevant LA from which the student lives, to assess the student's needs. Students who have an EHCP, will have all relevant information sharing prior to transfer to ensure appropriate provision is organised.

There will be liaison during transition to share information. Requests for transfer documents are circulated to feeder schools and meetings are arranged with Head of SEND and all relevant outside agencies where possible before or shortly after the student joins the school.

### **Special Facilities**

The School has exceptional resources, which can be accessed to enable staff to cater for the needs of a wide range of students. These include:

- One Family Liaison/Nurture Centre Manager
- One Learning Support Assistant
- Information Technology Technicians who provide support for both staff and students
- Educational Psychologist
- Counselling
- Careers support
- Portable lap-top computers
- Access to the School's PC network
- Access to spell-checkers, specialist software and Multi-Media facilities
- A medical room supervised by qualified First Aid member of staff
- A lift to the First Floor Teaching Areas
- A Disabled Toilet facilities

In addition:

Further information can be obtained from the school's Accessibility Plan.

### **Safeguarding/Child Protection Procedures**

The named Safeguarding/Child Protection Officer for Thomas Telford School is Mr Jamie Norman. The named Children in Care (CIC) lead is Mr Jamie Norman.

Thomas Telford School will show due regard for the guidance issued by Telford and Wrekin and Wolverhampton Safeguarding Teams.

### **Provision for Exceptionally Able Students**

Students who display exceptional talent in one or more curriculum areas are identified from a range of different sources. These include:

- Results of Admission Assessments
- Feeder School Reports
- Subject Teacher Referrals
- Results from National Curriculum Assessments
- Parental Referral

It is the responsibility of teachers and parents to ensure that the motivational level of these students remains high. Exceptionally able students are catered for in a variety of ways at Thomas Telford School to ensure that they are stretched by a curriculum which is challenging and rigorous. Strategies which are currently employed include:

- Individual meetings between parents, personal tutors and able students to establish individual programmes of study
- Regular reports to parents and able students ten times per year which include negotiated targets for future action
- Membership of Express Groups
- Opportunities to take GCSE before Year 11
- Extension activities within the curriculum
- Unlimited supply of relevant, curriculum related homework
- Students who display exceptional ability may be targeted for specialist teaching in small groups within the Option Schemes
- Students may be taught in sets at the direction of the Assistant Head/Manager within the Area of Experience
- Students are actively encouraged to participate in Session 3 activities
- Students are invited to use the Homework Centre which is available from Monday to Thursday during Session 3

### **Nurture Provision for students with Social and Emotional Wellbeing needs**

Thomas Telford School has a Nurture Centre. The Centre is designed to enable students to access small group and one to one support. The Nurture Centre Manager delivers a Nurture Programme to support students with their social, emotional and educational learning.

### **Accessibility Plan**

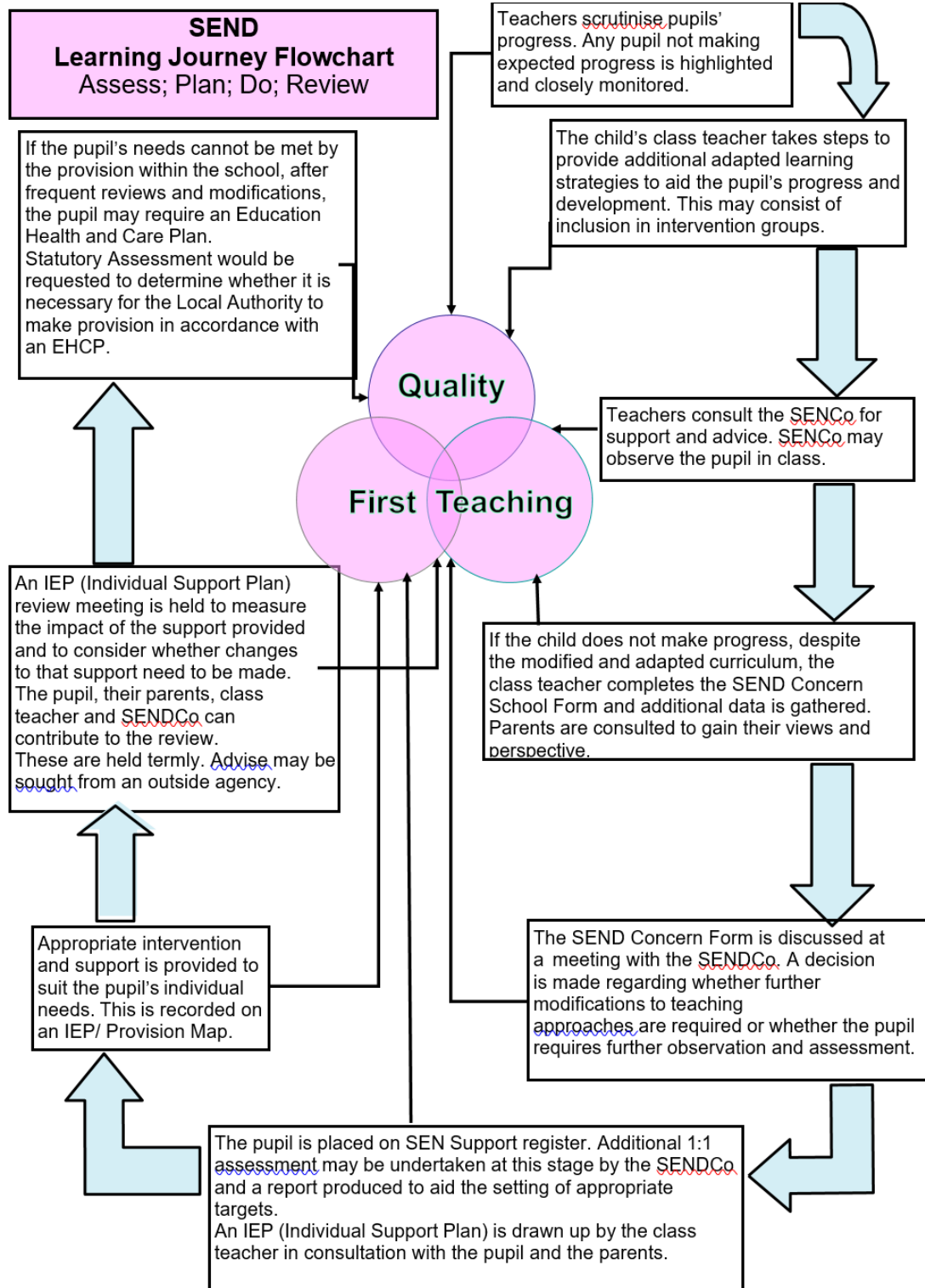
The Accessibility Plan addresses the three strands of the statutory requirements, and is the basis in which action plans will be drawn up and regularly reviewed: Improving access to the physical environment of schools. This covers improvements to the physical environment of Thomas Telford School and physical aids to access education. Improving the delivery of written information to students with learning difficulties. This will include planning to make written information that is normally provided by Thomas Telford School to its students, available to students with learning difficulties. Examples might include handouts, timetables, textbooks and information about Thomas Telford Schools events. The information will take into account of students' learning difficulties, plus students' and parents' preferred formats, which will be made available within a reasonable time frame.

### **Medical Provision**

Qualified First Aider provides cover for minor medical issues. For all medical concerns please contact Mr Jamie Norman.

### **Learning Support Team**

N Parkinson	SENCo
L Herbert	Family Liaison/ Nurture Centre Manager
N Lester	Learning Support Assistant





**Special Educational Needs and Disabilities Information Report**  
**Thomas Telford Schools Offer**

<b>Policies</b>	<p>The following policies can be found on the Thomas Telford School website.</p> <ul style="list-style-type: none"> <li>• Accessibility Plan</li> <li>• SEN Policy</li> </ul>
<b>What is an EHCP?</b>	<p>The children and Families Bill identified changes to how children and young people with SEND will be supported in the future. As part of this there is now a new assessment process with a single, integrated Educational, Health and Care Plan (EHCP) replacing the statementing process.</p> <p>An EHCP looks at all the needs a child has in education, health and care. Professional from each area, along with parents and the student, will consider what outcomes would like to be seen in place and what is needed to achieve them.</p> <p>EHCP's have the same protection in law as a Statement of SEND.</p> <p>An EHCP assessment will usually only apply to children with the most complex needs in mainstream school, or children who require a specialist school or setting.</p> <p>If a student is in receipt of an EHCP Thomas Telford School will work in partnership with student, parents and agencies to create an individualised programme of support.</p> <p>This support will be monitored to make sure progress is being made in partnership with parents and any other agencies involved with the student.</p>
<b>Identifying students who need support?</b>	<p><i>On entry:</i></p> <ul style="list-style-type: none"> <li>• Close liaison with Primary Schools prior to transition.</li> <li>• Additional Visits to Thomas Telford School where appropriate. <i>Existing Thomas Telford School students:</i></li> <li>• If despite 'Quality First Teaching' progress in limited.</li> <li>• If your child has received a recent diagnosis from a Health Care Professional.</li> </ul>
<b>How are the needs of the students met?</b>	<p>The SEN department at Thomas Telford School consists of the SENCo, one Learning Support Assistant and one Family Liaison/ Nurture Centre Manager. Current interventions are:</p> <ul style="list-style-type: none"> <li>• Targeted, planned intervention which may be facilitated on a 1-1 or small group basis.</li> <li>• Targeted support in English, Mathematics and Science.</li> <li>• Physically disabled students are supported in Physical Education.</li> <li>• Spelling intervention groups.</li> <li>• Mathematical intervention.</li> <li>• Literacy support.</li> <li>• Access to the Nurture Centre provision</li> </ul> <p>We offer 1-1 and small group sessions to support organisational skills, revision skills and emotional support.</p> <p>There are opportunities for students to take part in the Nurture Group where they can build confidence and self-esteem through a range of activities and Session 3.</p>
<b>How we evaluate the support given to students?</b>	<p>Progress of all students is tracked on module reports every four weeks. This data is used to show who requires intervention. This information is shared with parents at the end of each module.</p> <p>Reading and spelling are testing regularly.</p>
<b>Student's voice?</b>	<p>Students with an EHCP will be key to creating their My Plan. They will get the opportunity to review their strengths and weaknesses, setting new targets for themselves.</p> <p>Students identified with SEND needs (but without an EHCP) will receive intervention at the appropriate level on a need basis.</p>

<b>Training of SEND staff?</b>	<p>The SENCo is an experienced qualified teacher with the National Qualification in Special Educational Needs.</p> <p>All SEND staff have current first Aid Training and diabetics training and access to planned opportunities throughout the year.</p>
	<p>All SEND staff have access to or receive training at planned opportunities throughout the year.</p> <p>A Specialist Teacher completes specialist assessments for Examination Access Arrangements twice a year.</p>
<b>How accessible is Thomas Telford School with physical disabilities?</b>	<p>Thomas Telford School building complies with the standards and regulations outlines in the Discrimination Act 1995.</p> <p>There are a number of aspects of Thomas Telford School building which are accessible to all those with a physical disability, including lifts, disabled toilets and changing facilities. In addition, staff are fully trained on evacuation procedures. Staff work with Occupational Therapy and Physiotherapy Specialist to adapt aspects of the curriculum.</p>
<b>Who can I contact at Thomas Telford School?</b>	<p>If your child has a specific need please contact:</p> <p>Mrs Nicola Parkinson, Head of Special Educational Needs and Disabilities.</p>
<b>Arrangements for consulting and involving parents/carers</b>	<p>All parents and carers have regular communication about the child's progress through their child's personal tutor group. This includes progress checks and parents consultations.</p> <p>In addition to this children with identified SEND have regular meeting with the SEND team.</p> <p>Parents /carers may seek further support from Information, Advice &amp; Support Services Network.</p> <p>Information, Advice &amp; Support Services Network The Liz Yates Centre The Poplars Lightmoor Telford TF4 3QN 01952 457176 (previously known as Parent Partnership)</p>
<b>What type of support my child may receive?</b>	<p>All students are in receipt of Quality First Teaching where their progress is carefully monitored and tracked. Students who are not making adequate progress, targeted intervention takes place. The SEND department is then informed. A more specialist support may be required for some students.</p> <p>On entry to Thomas Telford School, information about additional needs and prior attainment is shared with the SENCO so that relevant support can be put into place. All new students to Thomas Telford School undergo baseline assessments in English and Mathematics. The results of these will be analysed and any concerns will be raised with parents/carers and the SEND department.</p> <p>Student who are in receipt of a Special Educations Needs Health and Care Plan will receive specialist support as outlined in their plan.</p>
<b>Arrangements for supporting students with Special Educational Needs in a transfer between phases of education or in preparation for adulthood and independent living.</b>	<p>Before joining Thomas Telford School Year 6 students attend induction days. Support from the pastoral system ensures a smooth transition from primary to secondary school. Children identified with SEND needs have the opportunity to meet with the SENCO in addition to the induction days.</p> <p>Thomas Telford School Careers Department works closely with all students to ensure that each student has a transition plan into post-16 education, higher education, training courses or the work place.</p> <p>The SEND department works closely with Future Focus to ensure those students with identified additional needs are further supported during transition. This also includes the transition from Key stage 3 to 4.</p>
<b>External expertise and services used by Thomas Telford School.</b>	<p>Thomas Telford School may include accessing Specialist Services such as Learning Support Advisory Teachers. In addition we may seek advice form occupational therapists, physiotherapists, speech and language therapists, Social Services, Specialist teacher of the deaf/visually impaired and CAMHS.</p> <p>Thomas Telford School has counsellor provision.</p>

<p><b>Governing Board support the work of the Thomas Telford School SEND department.</b></p>	<p>The Governing Board nominates a named governor who will ensure the department meets all statutory guidelines for the provision of students with identified Special Educational Needs.</p> <p>The named governor is currently Mr Bromley Jones. Mr Jones can be contacted by email at this address <a href="mailto:sbaxter@ttsonline.net">sbaxter@ttsonline.net</a> The named governor will ensure that all funding is spent in the best interests of individual and their needs.</p>
	<p>The Governing Board will also deal with any complaints which may implicate the provision for students with addition needs, if it is felt that an issue has not been dealt with sufficiently by the SENCO, Deputy Headteacher or the Headmaster.</p>
<p><b>Local Offer</b></p>	<p>Telford and Wrekin Local Offer- <a href="http://www.telfordsend.org.uk/site/index.php">www.telfordsend.org.uk/site/index.php</a></p>