

Information for Parents & Carers of Children with Special Educational Needs

Reviewed September 2017

Contents

How does the school know if my child needs extra help?

Who do I contact if I have questions or concerns about my child?

How will I know how you are supporting my child?

If my child has medical needs how will they be supported?

Have any staff received specialist training for children with needs?

How are the schools resources allocated?

How is the school accessible for children with needs?

How will my child be included in activities at school, after school clubs and on school trips?

How will the school prepare my child when joining the school or when transferring to a new school?

My child needs help with transport to school. How can you help?

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

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

Where can further information on services available be found?

Overview of Our Schools

Orchard, Southwold and Hoxton Garden are mainstream primary schools. All three schools are working in the Viridis Federation of schools with a shared Governing body catering for children aged 3 to 11 years old with a combined pupil roll of 1350 pupils.

Though each school has its own identity and community, staff at our schools share experience and expertise to further benefit our pupils.

At Viridis Schools we believe that every child can make progress and achieve and that it is our job to make sure that this

happens. We ensure that teaching and learning opportunities meet the needs of all of our pupils.

We ensure that appropriate provision is made for pupils who belong to vulnerable groups, this includes

pupils with all levels of special educational needs and our pupils with English as an additional language whilst ensuring that the needs of socially disadvantaged pupils are adequately assessed and addressed.



How does the school know if my child needs extra help?

Orchard, Southwold and Hoxton Garden have rigorous systems in place for identifying pupils who may have additional needs. Our class teachers and support staff are trained to identify specific needs; these pupils are referred to our Special Educational Needs Co-ordinator (SENCO) on

each school site. We believe that early intervention is always in the best interest of the child. The SENCO will complete an initial assessment of your child in order to identify barriers to learning and the area in which your child is struggling. We hold termly pupil progress review

meetings where we look at each pupil's progress and progress of groups of children. There are times when additional children or groups are identified as underperforming, strategies are discussed and put in place and this/these pupils are monitored regularly.



“All pupils, including disabled pupils, those with special educational needs achieve outstandingly well. The school’s work to promote equality of opportunity is excellent.”

Orchard Ofsted
Report 2014

Who do I contact if I have questions or concerns about my child?

Your child’s class teacher should always be your first point of contact. Your child’s teacher should be able to answer most of your questions, however if there are things they are unable to answer then they will talk to relevant members of staff and get back to you.

If you need to talk to a member of staff about a more specific special need and support on offer for

your child then our school Special Educational Needs Co-ordinator is available to meet with you and go through any issues or concerns you may have. This person is also available to support you in supporting your child’s learning at home.

Our schools also have Learning Mentors who are available to talk through any issues or

concerns you may have, they are at the main gate every morning so can be approached directly. Alternatively the school office will be able to make appointments for you to meet either the SENCO or the Learning Mentor at a convenient time for both parties.

How will I know how you are supporting my child?

All pupils who attend Orchard, Southwold and Hoxton Garden will work with their class teacher and a teaching assistant on a daily basis. Additional adults will be placed in classes and provide additional support for pupils who need it. We hold termly parents meetings for all pupils, this is an opportunity for you to meet your child’s class

teacher and discuss their progress. We also send out termly reports so that you are able to monitor your child’s progress. The Inclusion team will also have regular meetings with you if your child has an Personal Learning Goals (PLG), a Language Support Plan (LSP) or and Education Health Care Plan (EHCP). Updates on any of these documents will follow on

from a pupil progress meeting. The Inclusion team will talk you through how your child is doing and what further steps need to be taken in order to support your child achieve further. For children with Education Health Care Plans there will also be annual reviews of the plan which you will be invited to.

If my child has medical needs how will they be supported?

Each school has a school nurse who is available for support and advice and the school is able to make reasonable adjustments for medical needs.

We would initially meet with you and gather as much information as possible; we would liaise with medical professionals who are working with your child in order to follow direction and advice. If staff

members require additional training in order to support your child, where possible, we would try to accommodate this request e.g. epipen training, diabetes training etc.

We have an ‘administration of medicines’ policy and we are able to administer certain prescribed medicines.



Have any staff received specialist training for children with Special Educational needs?

We offer a comprehensive training programme for all staff members. Children who have mild/moderate learning difficulties are very well supported in class by teachers and teaching assistants. If we have children who have other difficulties and/or disabilities then we always look for additional training opportunities for the staff members working with the child/group of children.

We currently have a number of support staff who have been trained to support and deliver specific speech and language group activities our Learning Mentors are trained to deliver social skills groups.

“Helpful provision for pupils with special educational needs means they make good progress that enables them to catch up with their peers “

Hoxton Garden Ofsted Report 2016



How are the schools resources allocated?

At Orchard, Southwold and Hoxton Garden there is a commitment to monitor every child's progress and direct resources according to the level of support. If your child has an Education Health Care Plan, you will be invited in to discuss provision and see for yourself what the school

has on offer for your child. The provision for your child will be based on the recommendations outlined in the Plan. The school will use the pool of specialists outlined on the back of this leaflet. The school will also consider provisions beyond the Local Authority and take feasibility into

consideration. Your input and support is valuable to us and you will be consulted throughout the Plan being implemented.

“Records show that vulnerable pupils and their families are supported exceptionally well. Leaders are innovative and tireless in seeking solutions to ensure pupils' well-being.“

Southwold Ofsted Report 2014

How is the school accessible for children with additional needs?

Orchard and Southwold are both fortunate enough to have a lift, which is in use for children and adults who need to use it for access to each floor. Unfortunately Hoxton Garden does not have this facility. We have a sloping entrance to the office in all three schools and access to playgrounds are on one level, where possible the

school has taken parents with pushchairs and wheelchairs into consideration. All three schools have washrooms/toilets available for wheelchair use and personal care and Orchard has a hoist facility. We also have shower facilities in our Early Years provision at Orchard and Southwold and this is available to pupils and staff if needed.



How will my child be included in activities at school, after school clubs and on school trips?



Where possible we will make every attempt to ensure that every child has access to everything that is on offer. However there are times when certain events and activities may not be suited to individual pupils. The school will always carry out a risk assessment of an activity or a class trip which is in addition to everyday classroom activities. Based on the outcome of the risk

assessment and the best interests of your child a decision will be made this will be with parent consultation and will result in a number of available options . If an additional adult is required, then the school will provide this, in certain instances it may be that we require parental support on trips. If a child's behaviour or need is a cause for concern and safety is an issue, it may be

decided that it is not in your child's interest to attend a trip or workshop. The school has to take into consideration the education and the safety of all the other pupils and staff as we have a duty of care to everyone not just pupils with identified needs. The same risk assessment will apply to afterschool provision and other extended day activities.

How will the school prepare my child when joining the school or when transferring to a new school?

We have many robust transition systems in place. If your child is joining us from another nursery and coming into Reception, the minimum transition will include a telephone conversation with the previous nursery to gather information about how your child is doing. There will always be induction meetings and opportunities for you to visit the school with your child prior to starting school.

In some instances the class teacher and the SENCO will visit your child in their Early Years setting and invite members of the Early Years setting to come over and visit the school with your child. We believe in

making transitions run as smoothly as possible and understand that change can be challenging for some children.

Staff are always available to talk to you about any concerns or issues you may have. If your child is moving onto Secondary school, We work very closely with the Local Authority and we will start giving you secondary transfer information from when your child approaches the end of Year 5. We have a Secondary Transition Lead in post, who will liaise with parents and secondary schools throughout the process.

If your child has additional

needs then the SENCO will also join the process, we will set up transition meetings for you and your child in advance of your child moving on. If your child has been working with SidebeSide, then they will also liaise with the Secondary school to ensure information is forwarded and there is a smooth handover for your child.



My child needs help with transport to school. How can you help?

Although we are unable to offer support with transport, our Inclusion team is able to direct you to the Local Authority Inclusion Team and/or Children's Social Care who may be able to assist you.

"All groups of pupils, achieve well in an environment that places the child at its heart "

Hoxton Garden Ofsted Report 2016

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

We are proud of our parental training and support packages, we hold regular parent coffee mornings and workshops which cover a range of practical training sessions which will help you to further support your child at home.

We run also regular classes where outside professionals come in and work with groups of parents in a variety of skills including behaviour management and

routines at home.

We have ESOL classes for our parents who are new to English so that we can support them in becoming independent and seeking advice for themselves.

All our senior leaders actively seek workshops and training offered locally and advertise these on our noticeboards. If we feel a parent may need help in anyway, we look at what is available and encourage participation. We want and

encourage you to be empowered and confident. We understand and realise that sometimes life brings you down and there are times that parents also need support. Our SidebeSide support goes beyond your children, they are available to support you through difficult times, we have counselling and therapy sessions available for parents in need.



"Pupils' attitudes to learning are exceptional. They love being in class and learning. Their ability to work well, both on their own and within groups, is visible across the school."

Orchard Ofsted
Report 2014

Where can further information on services available be found?

At Orchard, Southwold and Hoxton Garden there is a commitment to monitor every child's progress and direct resources according to the level of support individual and groups of children. If your child has an Education Health Care Plan, you will be invited in to discuss provision and

see for yourself what the school has on offer for your child. The provision for your child will be based on the recommendations outlined in the plan. The school will also consider provisions beyond the local authority and take feasibility into consideration. Your input and support is

valuable to us and you will be consulted throughout the plan being implemented. Hackney Council also has a webpage which outlines the support they offer at: www.hackneylocaloffer.co.uk/

All groups of pupils, including those who are disabled or who have special educational needs, make good and at times outstanding progress."

Southwold Ofsted
Report 2014



**THE VIRIDIS FEDERATION
OF ORCHARD,
SOUTHWOLD & HOXTON
GARDEN PRIMARY
SCHOOLS**



Southwold School

Detmold Road
Clapton
London, E5 9NL
Tel: 0208 806 5201
www.southwold.hackney.sch.uk



Orchard School

Holcroft Road
London E9 7BB
Tel: 0208 9857785
www.orchard.hackney.sch.uk



Hoxton Garden School

Ivy Street
London, N1 5JD
Tel: 0207 739 8591
www.hoxtongarden.hackney.sch.uk

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

We have access to and can buy into all the provision on offer by the Local Authority, these include the Educational Psychology Service, Specialist Teacher provision (e.g. Autism, vision, hearing and other disabilities), Speech and Language Therapy Service, School Nurse Service, Dental Service, Hackney Ark (medical advice and assessments) and Child And Adolescent Mental Health Services to name but a few.

Other external partners from whom we buy services are:

SidebeSide therapeutic services have therapy rooms and a base on each site, which means we have access to a range of therapists including, art therapists, play therapists, drama therapists and bereavement counselling. SidebeSide, always seek to provide the school with the level of therapeutic support it needs. There are times when children can have individual mentors and group support where and when it is needed.

Speech & Language Therapists based at Homerton Hospital

Occupational Therapists based at Homerton Hospital

CHANCE UK, who are able to provide our pupils with support and mentoring beyond the school day and over the weekend.

Our Learning Mentors run a homework club for children who are struggling. The schools also runs a number of afterschool booster classes for children who have been identified for additional support and with parental agreement there are booster classes set up for numeracy, literacy and phonics.

Where can further information on services available be found?

We will always make every effort to direct you the other organisations and services available to you. If we get new information we will always display this on our parent notice boards, we will text you and send you leaflets with information.

We believe that the best provision for our children will come with quality provision and a fantastic working relationship with parents.

