

St James' Lanehead Church of England Primary School



SEND Information Report 2023-24

Headteacher – Mrs Michelle Dugdale
Briercliffe Road, Burnley, BB10 2NH

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Name of the Special Educational Needs/Disabilities Coordinator:

Miss Janine Tracey

Contact details:

j.tracey@st-jameslanehead.lancs.sch.uk

Alternatively, an appointment to see Miss Tracey can be made via the school office and via telephone on **01282 426833**

The kinds of SEND we provided for.

St James' Lanehead C of E Primary School is a mainstream school with an inclusive ethos, supported by our mission statement – 'Our church school seeks to inspire each individual to flourish, grow and learn with Jesus at the heart of all we do'. We have the capacity for 280 children, and many of our classes are mixed age groups.

We can make provision for children with a range of needs, including cognition and learning, communication and interaction, and social, emotional and mental health difficulties. We take the advice of specialist teachers and other professionals to help us further support the children in our care. Any additional provision for pupils in our school is detailed on provision maps which are monitored by the SENCo on a regular basis.

Furniture is modern and of a suitable height appropriate to the age group of children being taught in that classroom. All classrooms have interactive whiteboards. The school has a range of ICT programmes suitable

for pupils with SEN. Touch screen computers are available if necessary. The children are taught using multi-sensory techniques and additional resources are purchased as required.

School also works with other agencies e.g. Occupational Therapy and the SEND Traded Team to support those children who have specific physical needs and/or access requirements, creating individual access/care plans as part of the Pupil Overview of Provision (POP) process.

However, the school was built in 1976 and, as it is on a hill, has stair access to all areas and therefore is not suitable for wheelchair users. The drive way to a very small car park is extremely steep and there are no accessible parking spaces. A toilet suitable for use by wheelchair users is available which is situated in the school main office.

HOW WE IDENTIFY SEN

The identification of SEN is built into the overall approach to monitoring the progress and development of all pupils. All children are assessed regularly and progress is tracked and monitored. Any pupils who are falling significantly outside of the range of expected academic achievement in line with predicted performance indicators, have social or emotional difficulties, are vulnerable or have specific diagnosed needs will be monitored.

At St James Lanehead we have children with a range of SEN. We support these children in many different ways to ensure that they have access to a broad and balanced curriculum. They may have additional needs in one or more areas as set out in the SEN Code of Practice, 2015.



Communication and Interaction

We have a number of pupils who experience speech and language difficulties. Consequently, we have teachers and teaching assistants who support children with Speech and Language Difficulties in a 1-1 situation or small group settings. This may include pupils who find it difficult to understand what others are saying or have difficulties with fluency or forming sounds, words or sentences. We have a range of resources which are used to support children's Speech and Language development and we work closely with Speech and Language Therapists.



Cognition and Learning

We are experienced in supporting children with Cognition and Learning Difficulties through high quality teaching and effective adaption to the curriculum. This includes children with Specific Learning Difficulties such as dyslexia (specific difficulties with reading or spelling), dyscalculia (specific difficulties with maths) or dyspraxia (specific difficulties with coordination). We also support children with moderate learning difficulties and children on the Autistic Spectrum. For example, we support children by breaking down activities into smaller, achievable chunks; providing appropriate resources including the use of technology or multisensory activities and through providing adult support. We also run a number of interventions. The teachers plan a provision map for each of the children, called a POP, in their class that require additional support and this is monitored by the SENDCo – Janine Tracey.



Social, Emotion and Mental Health Difficulties

For some children, difficulties in their social and emotional development can mean that they require additional or different provision. We support these children through pupil mentoring and social skills groups. We involve outside agencies such as ELCAS (East Lancashire Child and Adolescent Service), Child Action North West (CANW) and the BIV (Burnley Inclusion Voice) if necessary.

We have our own play therapist on site as well as family support workers to support children and families through nurture work.



Sensory or/and Physical Needs

We work closely with outside agencies to provide support for children in our school who have sensory or physical difficulties. Where necessary, we make adaptations to the curriculum or environment in order to make lessons and learning opportunities accessible to them. We hold regular meetings with outside agencies and parents to review the approaches that are in place.

At St James Lanehead, we endeavour to achieve maximum inclusion for all children whilst ensuring all their individual needs are met.

Teachers provide adapted learning opportunities for all the children within the school and provide materials and resources appropriate to the children's interests and abilities. This ensures that all children have full access to the school curriculum.

All members of staff in school have a responsibility for maximising the achievement and opportunity of all learners, including those with SEND. Staff are aware of their responsibilities towards all learners and a positive and sensitive attitude is shown towards all pupils at all times. St James Lanehead provides a very nurturing environment for all children.

Who should I speak to about my child's special needs?

Class teacher	<p>Always discuss any concerns about your child with the class teacher first of all.</p> <p>Responsible for:</p> <p>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 Special Education Needs/Disabilities Coordinator (SENDCo) know as necessary.</p> <p>Writing Pupil Overview of Provision (POP), and sharing and reviewing these with parents at least once each term and planning for the next term. Adapted teaching and learning for your child as identified on the individuals POP.</p> <p>Ensuring that the school's SEND Policy is followed in their classroom and for all the pupils they teach with any SEND.</p>
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Special Needs Coordinator (SENCo) and Head teacher	<p>Responsible for:</p> <ul style="list-style-type: none"> Developing and reviewing the school's SEND policy Coordinating all the support for children with special educational needs or disabilities (SEND) <p>Ensuring that you are:</p> <ul style="list-style-type: none"> 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 that all the SEND needs of pupils in this school are known) and making sure that records of your child's progress and needs are kept. Providing specialist support for teachers and support staff in the school so that they can help children with SEND in the school to achieve the best progress possible. Once a child has been placed on the Special needs record she will monitor his/her progress and liaise with teachers about the type of support that can be provided. You can contact Miss Tracey or Mrs Dugdale via the school office on: 01282 426833
SEN governor	<p>Our SEN Governor is: Kathryn Ellidge</p> <p>Responsible for making sure that the necessary support is given for any child who attends the school, who has SEND.</p> <p>You can contact them through the school office – 01282 426833</p>

How does the school know if children/young people need extra help and what should I do if I think my child/young person has special educational needs?

At St James Lanehead CE Primary School's, children are identified as having SEND (Special Educational Needs and Disabilities) through a variety of ways, usually a combination, which may include some of the following:

- Liaison with previous school or pre-school setting
- Child consistently performing below 'age expected' levels or equivalent (e.g. percentile rankings)
- Concerns raised by a parent
- Concerns raised by a teacher: for example, if behaviour or self esteem is affecting performance
- Liaison with external agencies e.g. for a physical/ sensory issue, speech and language
- Use of tools for standardised assessment through the specialist teacher – Miss Tracey
- Children with an EHCP (Education Health and Care Plan) already have many of their needs clearly identified. Their placement at our school is a decision that is made by the Local Education Authority.

Talk to us – contact your child's class teacher about your concerns initially. If you feel that you would like to speak to a senior member of staff, ask to arrange an appointment with the SENCo. Appointments can be arranged in person, by phone or by email. Please see the school contact details at the top of this report. At St James Lanehead the attainment and progress of all children is carefully tracked and monitored throughout the school year by the class teachers. This process is overseen by the Headteacher, Senior Leadership team and SENCo who analyses the data. This data can include observations in the classroom to monitor the support in place for a child and any further support the teacher or TA needs to provide for a

child's needs, monitoring of the children's books to see if the targets set are having an impact on their daily work and to make sure the work set is adapted to a child's needs, as well as the attainment data.

On a daily basis, teachers evaluate their lessons and consider whether individual children are making the expected progress within their lessons. They adapt their teaching quickly to make sure all children can make progress with their learning.

If teachers have any concerns regarding a child in their class, they will discuss these concerns with parents and also with the SENCo. The targets of children who have Pupil Overview of Provisions (POPs) are reviewed termly and teachers are formally asked at these key points of the year to reflect upon the progress of children on the SEN Register and to identify any other children of concern.

Regular dialogue between teachers, teaching assistants and the SENCo take place. During these dialogues, pupils of concern are discussed and progress/provision of all children on the SEND Register is discussed in detail in order to inform future provision and priorities. Where concerns have been raised, the child may be added to the SEN Register at the 'Cause for Concern' level so that their progress can be closely monitored and additional support can be put in place as necessary.

The SENCo would liaise with the relevant outside agencies. This would determine whether any further formal assessments need to be carried out in order to identify key areas to target and to evaluate the effectiveness of any interventions that are put into place.

These assessments could be repeated following an intervention programme to evaluate whether progress has been made.

If you continue to be concerned that your child is not making progress you may wish to speak to the special educational needs/disabilities co-ordinator (SENCo) Miss Tracey.

The school's SEN Governor can also be contacted for support through the school office.

What arrangements does the school make for consulting with children/young people with special educational needs and disabilities about - and involving them in - their education?

At St James Lanehead we believe that children should play a major part in the target setting process and are involved in planning and evaluating their POPs (Pupil Overview of Provision). Furthermore;

- Teachers will share targets with the children and they will be involved in setting and agreeing their POP targets
- Learning objectives will be discussed daily with the children during work linked to their targets
- Children will be invited to annual reviews
- Children complete questionnaires about their thoughts surrounding the provision in place for them and how they are included in school life. This information is then used to inform future practice within the school, classroom and with the individual child
- Children are also encouraged to write a review of their targets termly as part of the monitoring process of the graduated response. These are recorded on the POP.
- Pupil Interviews are conducted throughout the year by all members of the SLT as well as Subject leaders, with children receiving SEN support and support from an EHCP included in this process.

What arrangements does the school make for consulting with the parents & carers of children/young people with special educational needs and disabilities and involving them in – their child's/young people's education?

To keep parents informed we have a comprehensive website with a SEND section. We also have a newsletter which go out weekly, parent's app, two parents' evenings per year and one annual report which enables parents to give written feedback.

There are annual open days for prospective new and current parents and some special open days to showcase children's topic or project work.

Parents are also invited to Family Fridays, which are held fortnightly for different year groups. These offer parents a chance to learn about curriculum initiatives e.g. SAT's and phonics, as well as undertake activities with their children or gain insight into what their children have been learning within a topic. Feedback forms are always filled in at these events. The school also has a parent's forum within which parents are informed of possible changes and are asked their opinion and views. This is held once a term.

We have some multi-lingual staff in school who may be able to assist other non-English speaking parents.

The school business manager, Head Teacher and/or SENCo will help parents/carers to complete forms and paperwork when necessary and by signposting to agencies. Information, advice and guidance for families of children with SEND are available via the SENCo and/or links on our website and parents/families that have additional needs are supported by members of the school staff. This may include reading documents, supporting with understanding of official paperwork (whether from within school or from other agencies) and possibly, in more complex cases, a referral to Parent Partnership Services, as above. The school office manager will also support parents with online school applications if they do not have access to computer or Internet at home.

When children join the school, we make a Home – School Agreement to help parents to understand the parameters and expectations in school.

Additionally, we use Behaviour Contracts for all children on school trips and within school for some children who have particular difficulties in regulating their behaviour.

If parents wish to become even more closely involved with school life, we have two places for parents to sit on our governing body and elections for these positions take place on a 4-yearly cycle. We also have an established P.T.F.A. at St James Lanehead and we always welcome new members.

Parents are welcome to come into school to discuss any concerns they have with their children. Alternatively, teachers may invite parents into school to discuss concerns about the children's education. This may also be discussed at parents evening and would then be passed onto the SENCo.

Parents can also feedback about the school on Parent View, which can be accessed through our website. The Governors also carry out a parent questionnaire each year at Parent's Evening.

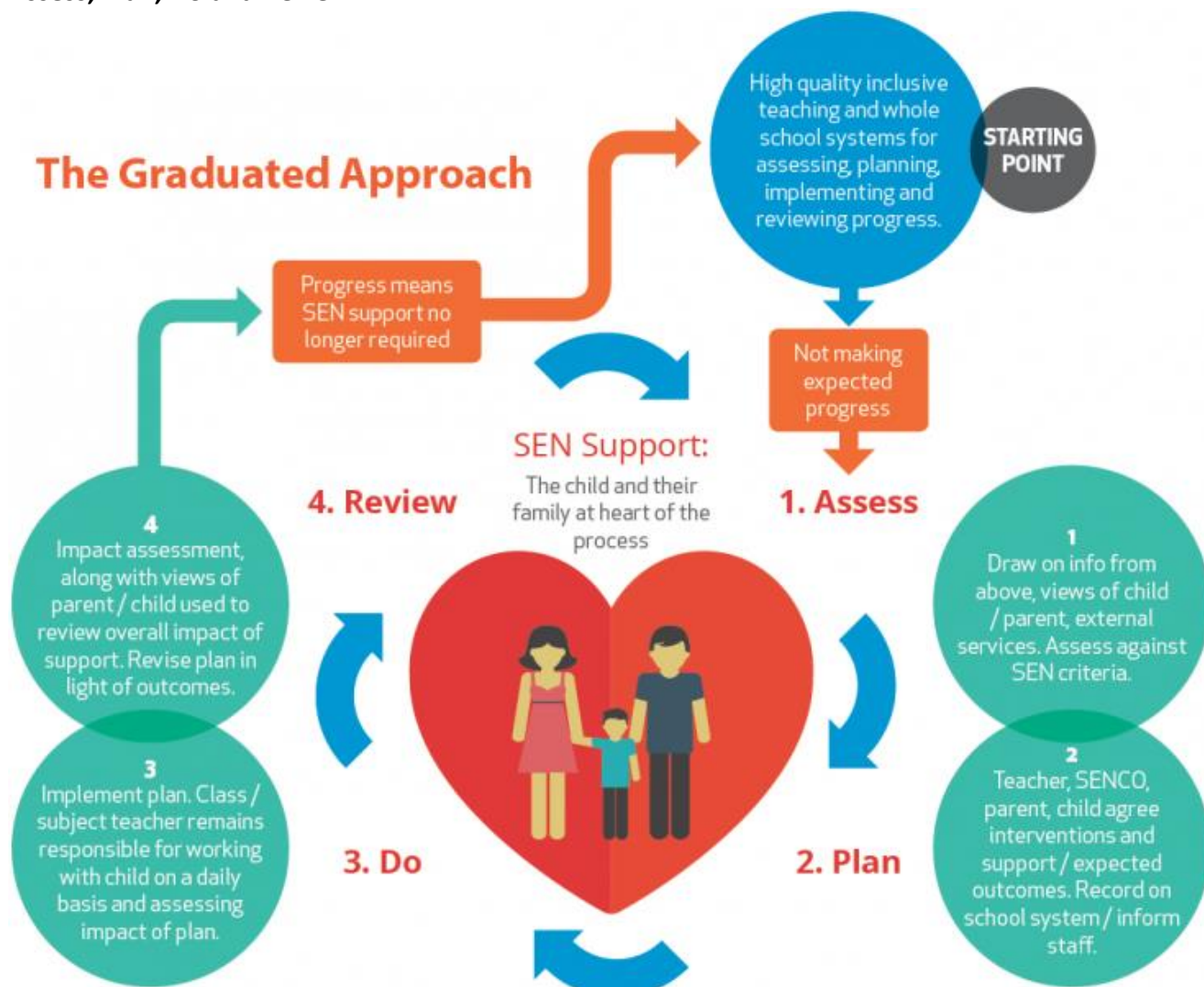
Arrangements in place for children receiving SEN support -

- Provision mapping, through the POPs and class intervention maps, are used to effectively plan provision; this is regularly evaluated and updated
- 1:1 meetings with the Class teacher and SENCo to discuss specific needs
- Teachers are available during the week to discuss provisions with parents
- SENCo will complete 1-1 meetings as part of an annual review
 - Arrangements for reviews of educational needs or EHC (Education Health Care) plans – Annual reviews take place for those children who have EHC plans:
- All relevant parties are invited to attend and to make contributions during the review process
- Written advice is requested from all parties

- The Teacher, child and SENCo review POPs (Pupil Overview of Provision) termly and shares with parents, who are then invited to make their own comments about the progress of their child which is recorded on the POP.
- Provision mapping, through the POPs and class intervention maps, are used to effectively plan provision

How will the curriculum be matched to my child/young person's needs?

If the learner is identified as having SEN, we will provide support that is 'additional to' or 'different from' the differentiated approaches which are provided as part of high quality, personalised teaching. As part of the Code of Practice 2015, we will engage in the four stage graduated approach process: **Assess, Plan, Do and Review**.



Assess - take information from parents or carers, class teachers and their assessments and the child where appropriate.

Plan – identify barriers to learning, intended outcomes and details of support. This information will be recorded on a POP which will be reviewed at least termly.

Do – provide the additional support. The class teacher is responsible for working with the child on a day to day basis which includes overseeing interventions undertaken outside of the classroom. Teachers work closely with the teaching assistant delivering the intervention to discuss progress and to ensure links are made with classroom teaching.

Review - measure the impact of the support provided and consider any changes which may need to be made. All of those involved with the child will contribute to this review which will happen at least termly. This additional support will be tailored to meet the child's needs and will target the area of difficulty. These interventions may be within class, with a small group of children with similar needs or on a one to one basis. The support provided, and its impact, will be monitored closely and shared regularly with child and with their parents or carers.

For a small number of learners, their needs may require access to technology e.g. modified ICT equipment, recording devices or larger print etc.

While the majority of children will have their needs met in this way, some may require an EHC (Education, health & care) needs assessment to determine whether it is necessary for the Local Authority to make provision in accordance with an EHC plan.

Resources and extra support will be assessed and provided for if required, for individuals based on their needs.

How accessible is the school environment?

Our school has an adopted accessibility policy (available on the school website)

The school was built 1976 and, as it is on a hill, has stair access to all areas and therefore is not suitable for wheelchair users. The drive way to a very small car park is extremely steep and there are no accessible parking spaces. A toilet suitable for use by wheelchair users is available. Classrooms are small and we have no large group areas.

Information is available on the school website. A weekly newsletter is available to all parents on our website and through the school app. This newsletter is also available in print form where required. The school website has been updated with a translation feature to allow parents and pupils whose first language is not English to access the same information as parents who have English as a first language. Important information is also shared through notice boards and leaflets within the school entrance.

Furniture is modern and of a suitable height appropriate to the age group of children being taught in that classroom. All classrooms have interactive whiteboards. The school has a range of ICT programmes suitable for pupils with SEN. Touch screen computers are available if necessary. The children are taught using multi-sensory techniques and additional resources are purchased as required. School also works with other agencies e.g. Occupational Therapy and the SEND Traded Team to support those children who have specific access requirements.

If you have specific access queries or concerns, please speak with us.

How are the school resources allocated and matched to children/young people's special educational needs and disabilities?

How is the decision made about the type and quantity of support my child/young person receives?

We endeavour to teach in a multi-sensory manner to appeal to all types of learners. Some children's needs and be met through differentiated work, classroom adaptations and/or targeted support in class. Examples may include: Focus Group with Class Teacher or TA, classroom positioning, organisations aids

(task ladder, visual timetables etc), large print documents, coloured dry-wipe boards, coloured backgrounds to interactive whiteboards, specially adapted work books, coloured overlays and/or paper, pencil grip aid, sloped desks.

We are building up a bank of resources to assist children with additional needs and are constantly evaluating and updating this to meet the needs of the children we have in school.

Other children may access targeted and time-limited small group interventions (usually in withdrawal for limited periods)

A very small minority of children will require a fully bespoke curriculum. This will depend on the needs of the child but could include having learning 'chunked' into bite-sized pieces where the range or depth of learning is adjusted to suit the child.

We have a range of ICT programmes for pupils with SEN. There are interactive whiteboards in all classrooms and a set of iPads in Key Stage 2. There are some laptops in every classroom.

Access arrangements for National Curriculum tests are in line with DfES guidelines which are issued each year. i.e. When children meet the prescribed criteria for extra time, rest breaks, a reader (for maths), a scribe, enlarged print or 'live voice' for mental maths tests etc.

Our inclusive approach to provision means that the majority of pupils have their needs met by adapting planning that is used across the school. To ensure personalised learning takes place, lessons are structured to provide a varying range of activities. (Quality First Teaching).

Class Teachers have responsibility for enabling all pupils to learn. To achieve this, they:

- have high expectations of all pupils plan appropriate work / activities for their pupils
- ensure that support is available for all children (inclusive 'quality first' teaching) adapt the curriculum to take account of different learning styles, interests, abilities
- ensure that all children can be included in tasks / activities monitor individual progress
- celebrate achievement
- identify those children who require additional or different support in order to make progress
- set targets on POPs through discussions with pupils and with parents.
- Teachers are familiar with the relevant equal opportunities' legislation from the Equality Act 2010 covering the protected characteristics: race, gender, disability, sexual orientation, religion or belief and age.

The school adopts a flexible approach to support provision in order that a child's individual needs can be met. The support provided usually falls into one of the following categories:

- Support in the classroom
- Focused withdrawal support from the classroom 1:1 tuition
- Attendance at Nurture Group

This support may be provided by Teaching Assistants, Teachers, SENCO or external agencies.

The role of staff supporting children is:

- through 'quality first' teaching - support the teachers in enabling all children to have access to the teacher
- support the teachers in enabling children with SEND to have access to an appropriate curriculum
- encourage and promote independence and resilience in the

children

- liaise with the Class Teacher
- help to prepare resources and adapt materials
- lead interventions to close the gap for children experiencing difficulty

promote the

inclusion of all children in all aspects of life at school.

How will both you and I know how my child/young person is doing and how will you help me to support their learning?

Assessment for all children is a continual process and takes many forms, as laid out in the school's Policy on Teaching and Learning. For many children with SEND, the teacher's assessment of need is sufficient to decide what provision is needed in the classroom, as part of a group and on a 1:1 basis through a POP.

It is the responsibility of the Head Teacher, through the class teachers, to monitor the support and provision for pupils with SEND in their care. This work is co-ordinated by the school's SENCo. Throughout the school, children's progress in maths and English is formally assessed by teachers every term. All of this information is monitored and evaluated to ensure that provision for all children is matched to their needs. This is alongside the monitoring undertaken by the SENCO on matching provision to what is happening in the classroom for each child on the SEND register.

Specific additional assessments for children with potential or identified SEND can also be carried out by the specialist teacher in school, usually starting with targeted classroom observations. Examples of specialist assessments available are: Wide Ranging Achievement Test (WRAT5), Wide Ranging Intelligence Test (WRIT), British Picture Vocabulary Scale (BPVS) etc. These can be repeated at a later date to measure progress.

All POPs have SMART (Specific, Measurable, Achievable, Realistic, Timed) targets which are monitored weekly (on a 'can they do it' basis) by the teaching assistant, backed up by the class teacher. The child is also encouraged to self-evaluate against their targets on a weekly basis with the teaching assistant and/or teacher. New targets are set as soon as each target is met. POPs are formally reviewed and evaluated 3 times per year by the class teacher and/or SENCo, pupil and parents; this may involve the repetition of a specialist assessment, as above. A copy of a child's POP is sent home, along with a copy of the previous, evaluated POP and parents are invited to discuss this with the class teacher, contributing to the evaluation / target setting if they wish. This is so that they can support their child in achieving their targets through activities in the home.

For children with an Education, Health and Care Plan, an annual review (6 monthly for under 5s) will be carried out by the school in conjunction with the LEA. Parents and external agencies are strongly encouraged to attend. Reviews in year 5 are used to begin to establish the parent's choice of high school in order to assess the arrangements prior to the transfer. Depending on when the annual cycle of reviews falls, an additional review may be necessary in late summer term of year 5 or early autumn term of year 6 will confirm parents' choice of high school and a further transition review, when a high school place has been allocated, will be convened and the high school SENCo invited.

What training have the staff supporting children/young people with SEND had or may they have?

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

We recognise that to effectively support, we need to have the skills and knowledge to understand the needs and issues that individual children face. Therefore, Continuing Professional Development (CPD) is offered to all staff. A record of CPD is kept in the office and the need for training is reviewed by the senior leadership team each year through the Performance Management systems for teacher and teaching assistants. Specific training will be made available to staff to support the needs of a particular child(ren) if the expertise is not already in school.

All of our teaching assistants have had training for the interventions that they deliver and work closely with the class teacher and SENCo to monitor impact.

All staff are given regular SEND updates and support from the SENCo alongside the specialist teacher within cognition and learning.

The SENCo attends regular cluster meetings and also relevant training events which is then cascaded down to other staff.

Designated staff have undertaken relevant First Aid Training, including Emergency Aid, First Aid at Work and Paediatric First Aid. A number of relevant staff have had EpiPen training through the School Nurse or other NHS professionals. Staff are trained on any medical care that is needed in order to treat a child in school.

If children fail to make progress, despite targeted, reactive intervention over a period of time, outside agencies may be requested, with the parents' consent. This may include: services from our own specialist teacher, the Local Authority, Speech & Language Therapy Services, Occupational Therapy, Physiotherapy, an Educational Psychologist or health services such as a paediatrician.

These outside agencies will be contacted by the SENCo, GP or the Parents and will work with the child in and out of school on individual programmes. These professionals will also be invited into annual reviews to meet with the parents or carers. Some children will require specialist, termly visits from outside agencies and these will be arranged within school time.

Occasionally, even with the support of external agencies, we may identify that we are unable to fully meet the needs of a pupil through our own provision arrangements. In these circumstances, an assessment of the unmet needs would be carried out through the EHA process which would involve parents, pupils and all agencies involved in the pupil's care. More information on this can be found on the Lancashire County Council website:

<http://www.lancashirechildrenstrust.org.uk/resources/?siteid=6274&pageid=45139>

How will the school prepare and support my child/young person to join the school, transfer to a new school or the next stage of education and life?

Change can be challenging for all children, particularly children with SEN. Therefore, at St James Lanehead we have lots of procedures to support the transition of children with SEN as they join our school, move to new classes within the school or transfer to new schools.

Joining our school:

We work closely with preschool settings to support the successful transition of all of children as they begin their school journey with us in Reception. Our Reception teacher visits the children in their preschool setting or at home and the children come into school for an induction period. In order to support children and families of children with SEN, we also offer meetings in the term before the children start school with the SENCo, teacher, parents, and representatives from the preschool setting in addition to any other professionals that are supporting the child or family. This ensures that we are well informed about the child's additional needs and can plan appropriate provision for when the child starts at school. At this meeting, we can also agree any other strategies that could support a successful transition including photo books, extra visits to the school and home visits.

If a child with SEN is part-way through their school career, we will arrange for parents to meet with the SENCo and Headteacher to discuss the child's needs. We will also liaise with the child's previous school to discuss strategies and support that have been effective in the past. If necessary, we can arrange extra visits to support a child's transition to us.

Moving classes:

We have a structured transition programme to support children as they move between classes or key stages within the school. Teachers are given allocated times to meet and share information about each child, including effective approaches and strategies for meeting the needs of children with SEN. All children are given the opportunity to spend a morning with their new class teacher. Where necessary, children with SEN make extra visits to their new classroom, are supported by social stories to prepare them for the changes ahead and their new classroom, teacher and any other adults that will be supporting them. For children with complex additional needs or for children who will find the transition particularly challenging, a meeting is arranged with parents and both the previous and new class teacher.

Transferring to a new school:

Moving on to secondary school can be an exciting but daunting time for all children so at St James Lanehead we ensure that the children are well prepared for the transition. We have good links with the local Secondary Schools including special schools within the area.

Where necessary, additional support arrangements such as extra visits and transition projects can be put in place to support a successful transition to secondary education. For children with Special Educational Needs and for children who are likely to find the transition more challenging the SENCo will arrange an extra visit to the secondary school. If a child with SEN is moving to a new school before the end of Year 6, we ensure that all relevant paperwork is forwarded to the receiving school.

How will my child/young person be included in activities outside the classroom, including school trips?

Children with Special Educational Needs and Disabilities are welcomed and actively encouraged to go on all trips (including residential) and to attend all clubs. Where appropriate, parents will be consulted from the planning stage and all reasonable adaptations and adjustments made to ensure that children with SEND can safely access and enjoy the social and skills development that such activities bring. The adaptations will usually be the result of the risk assessment and may include additional staffing (1:1 support if necessary), extra time allowances, amendments to the activity (eg through use of different equipment) etc.

All activities within and outside school are covered by a risk assessment. These are carried out by the Premises Manager (Head Teacher) and/or the Lancashire County Council. Additional risk assessments are carried out for specific children with advice from appropriate agencies, depending on their needs. For

example, for a child with a physical difficulty (PD) or Health Care need, this may include advice and/or an environmental audit from Occupational Therapy, Physiotherapy, School Nurse or a special teacher for children with PD. Risk assessments for school trips are also monitored by the Governing Body and Lancashire County Council.

School also works closely with the Burnley Sports Partnership, who have a dedicated sports leader who promotes sport for children with SEN and/or disabilities. This results in a wide range of sporting activities over the course of the year, tailored specifically at the individual children's needs. Examples include: Inclusive competitions, Curling, Blind Football and Multi-skill Activities.

The school works with a partner who offers a breakfast club and an out of school club in school. Also, the school offers a variety of after school clubs which are provided during lunchtimes and after school. We aim for these to be as inclusive as possible and may provide additional staff or sessions in order to achieve this. Each child's needs will be considered on an individual basis.

There is a huge range of after school (and some lunch-time) clubs at St James Lanehead Primary School throughout the year, varying on a Termly basis. The vast majority of these clubs are free.

Many of these clubs are provided by School staff, but a number of trusted outside providers are also used. Examples include:

- Burnley Schools Link Partnership

What support will there be for my child/young person's overall well-being?

St James Lanehead CE Primary School aims to provide a safe, nurturing environment in which all pupils achieve their full potential and have the skills and confidence to meet the challenges of the future. There are family support workers in post who provides support to a range of children and families in the school. All Teaching Staff record concerns about children in various files kept on the CPOMS system (behaviour/CP/racist/bullying/homophobic)

The school use CPOMS- (software for safeguarding and recording for staff). The School employs a pastoral team to work with vulnerable children. In addition, to supporting pupils and their families, the school liaises with all relevant specialist agencies such as the family and medical centres, ELCAS, CAMHS, paediatricians, speech therapists, occupational therapists, school nurse etc. Although none of these are based in school, some do come into school to carry out assessments and therapy, with parental permission. School also has links with the Outreach Service of the Burnley Inclusion Voice, Reedley Hallows Children's Centre, Behaviour and attendance consultant and may, with parental permission, ask for their advice and support for a child with particular emotional or behavioural difficulties.

In some cases, school or one of the other agencies may complete an EHA (Early Help Assessment) form with parents. This is an assessment and planning tool which is used to gather information about children and families in one place to help the family to decide what type of support is needed. It may be used to address an unmet educational need (as above) or an emotional or social need. More information for families about the CAF process is available here:

[The Early Help Assessment and Plan - Lancashire County Council](#)

Sometimes, a Team Around the Family (TAF) meeting is called to continue the system of support for the family. These are usually held in school and parents will always be involved.

The school has a variety of policies which cover health and wellbeing issues eg Medicines in School Policy, Accident / Incident Report Procedures Policy etc. The school's Single Equality Policy is available for free on the website and via the school office on request.

Some medication, such as asthma inhalers are kept in the appropriate classroom. All other medication is kept in a locked cupboard in the office, or in the fridge in the school office. All medicine is recorded in a medicine book along with details of dosage and frequency; parents sign to grant authorisation to the school to administer to their child. Full records are kept in accordance with the appropriate policy.

A review of medical for individual children with specific needs, Care Plans are written at a meeting between a member of the school's staff, the child's parents, the child (when appropriate) and the School Nurse. St James Lanehead school is an inclusive school; all staff should know which children have Care Plans and who is trained to deal with them. Any new adults coming into school go through a short induction in accordance with the school's Induction Policy to ensure they are made aware of any particular needs. Care Plans are also kept in the locked medicine cupboard.

Some staff within school have had Paediatric First Aid training which is updated on a 3-yearly cycle. Additionally, staff receive training to deal with specific difficulties, when the need arises e.g. how to deal with a diabetic child or the use of Epi-Pens. Where a child's health care needs may impact on their ability to access an educational trip or activity, additional advice is sought from parents and/or health care professionals, as appropriate. School deals with medical issues through a graduated response. Minor issues are dealt with by trained school staff but we would always err on the side of caution if it was felt that an illness, injury or medical attack was more serious and contact the emergency services. School will always try to contact parents/carers in these instances so it is really important that the office has up to date contact details including home and mobile telephone numbers.

How do you evaluate the effectiveness of the provision made for children and young people with special educational needs?

All SEND children have either: an Education, Health and Care Plan (EHCP) and/or a Pupil Overview of Provision (POP). All of these are reviewed regularly, as laid out above.

The SENCo reports annually on the efficient and effective use of resources for pupils identified as having SEND. The monitoring and evaluation of progress of pupils with SEND is detailed in the Graduated Approach section of the Policy for SEND. For pupils with an Education, Health and Care Plan, annual reviews (6 monthly for under 5s) are carried out in accordance with the appropriate legislation and the SEND Code of Practice 2015;

The SENCo collects and analyses tracking data for all pupils on the SEND register and uses this, in conjunction with information gathered from other sources (SEND learning walks, professional dialogue, discussions with pupils and parents etc) to make a judgement on effectiveness. Children with SEND are expected to make at least the same progress as their peers because of the additional provision they receive. If this is the case, provision is judged to be effective. The SENCo meets with the SEND Governor once per term and they jointly produce a report on the quality and effectiveness of SEND provision. As part of the School Development Plan, the SENCo produces an annual action plan and updates progress against this on a termly basis.

Any additional provision for all children (whether or not they have SEND) is carefully recorded ('mapped') by the Senior Leadership Team and/or SENCo. The cost of all such provision is calculated, based on the pro-rata cost of the allocated time for the member of staff delivering the provision (for internally sourced provision) or on actual billed costs (for external providers or specialist resources purchased). Concurrently, the progress of all children who are receiving additional provision is carefully tracked. This information is then scrutinised by the Senior Leadership Team and/or SENCo to ensure that the effectiveness and efficiency of provision is maximised.

How do you involve other bodies, including health and social services, local authority support services and voluntary organisations, in meeting the needs of children/young people with SEND and in supporting their families?

Within the school we have a culture of sharing good practice and expertise; this enables us to ensure our staff have as much knowledge as possible within the field of supporting children with SEND. The environment is designed to support children with individual needs e.g. visual timetables, individual workstations etc as required.

As a school we work closely with any external agencies that we feel are relevant to supporting individual children's' needs within our school including: Health services including: GPs, school nurse, CAMHS (Child and Adolescent Mental Health Service), clinical psychologist, paediatricians, speech and language therapists, occupational and physiotherapists; Children's Services including: Early Help locality teams, social workers; educational psychologists and specialist advisory teachers.

What arrangements do you make in relation to the treatment of complaints from children/young people and their parents/carers with special educational needs concerning your provision made?

Please speak to the class teacher in the first instance

General information relating to SEND can be found on the school website, included within the SEND policy. This can be found on the policy page of the school website www.st-jameslanehead.lancs.sch.uk

Further information is available from the SENCo/Headteacher, or, in exceptional circumstances, the SEND Governor.

The school has a complaints policy, which is available on the policy page of the school website.

Where can I find the contact details of support services for the parents of children/young people with SEND?

The information in this report feeds into Lancashire County Council's Local Offer which details support, opportunities and services available to children and young people their area that have SEN.

This can be accessed at:

[Special educational needs and disabilities - local offer - Lancashire County Council](#)

The Independent Advisory Service (IAS) formally Parent Partnership Service can also provide information, support and advice service to the parents or carers about their child's special educational needs. To contact them please call 0300 123 6706 or visit <http://www.lancashire.gov.uk/children-education-families/special-educational-needs-and-disabilities/help-for-parents-and-carers/information-advice-and-support.aspx>

Contact IPSEA (Independent Parental Special Education Advice) www.ipsea.org.uk/

Where can I find information on where the local authority's local offer is published?

This website also contains a vast amount of information on SEND related matters including an extensive list of support agencies which may be useful to parents and carers.

If you do not have access to the Internet, please ask for assistance at the school office.

Lancashire County Council's Local Offer - <http://www.lancashire.gov.uk/send>