



# RICHMOND AVENUE PRIMARY SCHOOL AND NURSERY



## SEND INFORMATION REPORT

*We are a fully inclusive school who are committed to providing an appropriate and high quality education to all the children within our school. We believe that all children, including those identified as having special educational needs have a common entitlement to a broad and balanced academic and social curriculum, which is accessible to them, and to be fully included in all aspects of school life. We equally value all pupils in the school and strive to eliminate prejudice and discrimination developing in an environment where all children flourish and feel safe*

In September 2014 a new Special Educational Needs Code of Practice came into effect. From this time Local Authorities must publish a Local Offer, setting out in one place information about provision that they expect to be made available for children and young people in their area who have Special Educational Needs (SEN). The Local Offer, provided by Southend Borough Council has two key purposes:

- To provide clear, comprehensive and accessible information about the provision available to support disabled children and children with SEN and their families.
- To make provision more responsive to local needs and aspirations by directly involving children and young people with SEND, parents/carers and service providers in its development and review.

Our SEN Information Report provides details of the resources, interventions etc. that we provide here at Richmond Avenue Primary School to support children with Special Educational Needs and/or Disabilities (SEND). Due to the ever changing needs of our children there may be additional support available that has not been covered here in this document. This report has been compiled by the SENCO with contributions from the SEN governor, staff members, pupils and parents. Information from the School's SEN policy is also included. This policy is reviewed annually.

If you would like further information about what we offer at Richmond Avenue Primary School then please do not hesitate to contact our SENCO, Miss R McClean on [senco@richmond.secat.co.uk](mailto:senco@richmond.secat.co.uk). She can also be found on the Gate every day before and after school. If you are thinking of sending your child to us and if you feel your child's need is not mentioned here please contact us to make an appointment so that we can discuss your child's specific needs.



SENCO – Miss McClean

**Where can I find information on where the Local Authority's local offer is published?**

Schools must contribute to the Local Offer. This SEN Information Report is our school's contribution to the Local Offer. Further information on what is available from Southend Borough Council's Local Offer can be found at: [Livewell Southend](#)

### **Transition – Richmond Avenue Primary School**

**How will the school prepare and support my child/young person to join the school?**

A number of strategies are in place to enable effective pupils' transition. These include:

- The SENCO and/or Learning Mentors will carry out an initial tour and parents/carers are provided with a range of information to support them in enabling their child to settle into the school routine.
- The Early Years Team alongside the pastoral team if needed, carry out home visits with **all** our young children and their families who join our school in September.
- The SENCo meets with all new parents of pupils who are known to have SEND to allow concerns to be raised and solutions to any perceived challenges to be located prior to entry.
- Identified pupils may have extra visits before they join us. They can visit as often as they like and are encouraged to make photo books.

### **Transition to the next school, preparation for adulthood and independent living - Primary:**

- The transition programme in place for pupils provides a number of opportunities for pupils and parents to meet staff in the new school. These opportunities are further enhanced for pupils with SEND and identified on the website.
- The annual review in Y5 for pupils with a statement of educational need or an EHCP begins the process where parents are supported to make decisions regarding secondary school choice.
- Parents will be encouraged to consider options for the next phase of education and the school will involve outside agencies, as appropriate, to ensure information provided is comprehensive but accessible.
- Accompanied visits to other providers may be arranged as appropriate.
- For pupils transferring to local schools, the SENCOs of both schools will meet to discuss the needs of pupils with SEN in order to ensure a smooth transition.
- Feedback from last year's pupils on the effectiveness of the transition process can be located on our website in the transition folder.
- The records of pupils who leave the school mid-phase will be transferred within five working days of the parents notifying their child has been enrolled at another school.

**How does the school know if my child/young person needs extra help?**

**What should you do if you think your child/young person has special educational needs?**

**We know when pupils need help if:**

- Concerns are raised by parents/carers, external agencies, teachers, or the pupil's previous school, regarding a pupil's level of progress or inclusion.
- Screening, such as that completed on entry or as a result of a concern being raised, indicates gap in knowledge and/or skills.
- Whole school tracking of attainment outcomes indicates lack of expected levels of progress.
- Observation of the pupil indicates that they have additional needs in one or more of the four broad areas of need:
  1. Communication and interaction
  2. Cognition and learning
  3. Social, mental and emotional health
  4. Sensory/physical
- A pupil asks for help.

If parents have concerns relating to their child's learning then please initially discuss these with your child's teacher. This then may result in a referral to the school SENCo, Miss McClean.

Parents may also contact the SENCo or the Head Teacher directly if they feel this is more appropriate. All parents will be listened to.

Their views and their aspirations for their child will be central to the assessment and provision that is provided by the school.

Parents can look at the following websites:

- Livewell Southend

## How will the school support a child with SEND?

### A graduated approach: Quality First Teaching

High quality teaching, differentiated for individual pupils, is the first step in responding to pupils who have or may have SEN. Additional intervention and support cannot compensate for a lack of good quality teaching. We endeavour to provide all pupils with quality first teaching that is differentiated to meet the diverse needs of all learners.

### Our teachers have high expectations for all. Our teachers:

- Support independent learning
- Promote pupil talk, individually and in groups
- Question, model, explain
- Ensure pupil engagement and make high demands of their involvement
- Make reasonable adjustments and SEN provision in their lessons

**Teachers** are trained in effective deployment of LSAs, the four areas of Special Educational Needs, dyslexia, spelling and writing weaknesses, mental health in schools, supporting pupils with SEN in the classroom, homophobic bullying, dyscalculia, teaching pupils with learning difficulties, autism, attention deficit hyperactivity disorder, behaviour management, differentiation, teaching pupils with visual impairment and what is quality first teaching. Each year the SENCO delivers training on SEN to new staff.

We have a well-developed programme for continuing professional development which is reviewed and updated every year.

## How will the school know how my child/young person is doing?

### How will parents know how their child is doing?

- Progress towards the identified outcomes will be shared with parents termly through feedback regarding SEN support reviews but also through the school reporting system and Parents' Evenings.
- Parents may also find the home-school diary a useful tool to use to communicate with school staff on a more regular basis.
- Parents are encouraged to arrange an appointment to discuss their child's progress with the class/subject teacher, the SENCO, a member of the senior leadership team at any time when they feel concerned or have information they feel they would like to share that could impact on their child's success. Please contact the school office who will arrange this appointment for you.
- If the pupil's rate of progress continues to be a concern then advice and support may be sought from the SENCO and the team of LSAs.
- The SENCO and team of LSAs may use further assessment and/or observations to identify specific needs and inform provision. Examples include phonological awareness assessments, vocabulary tests, phonics screening and expressive/receptive language tests.

## Learning Support Assistants

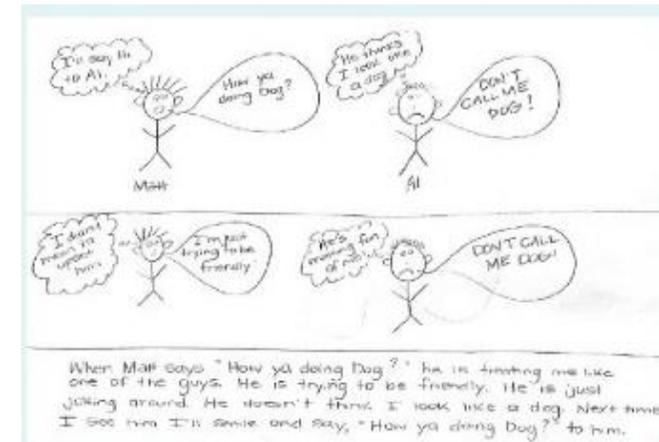
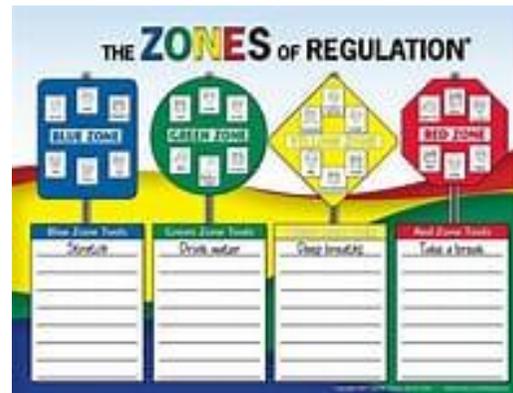
We have a team of 18 Learning Support Assistants (LSAs) supporting our pupils. All have received training in many aspects of teaching and learning. The LSAs help **anyone** who needs help, not just the pupils on the Special Educational Needs register. Their aim is to promote independent learning.

The LSAs are attached to one year group. They move around the classroom helping everyone, prompting reluctant learners, asking questions to help the pupils to arrive at their own answers, marking work and giving feedback to pupils, explaining in simpler terms, asking the teachers for clarification on behalf of the pupils who don't understand, giving feedback to teachers to move individuals learning forward.

### Interventions that are provided by the Learning Support Assistants

We have LSAs responsible for supporting certain individual pupils and small group teaching. They meet with outside agencies and communicate directly with teachers. The LSAs also have an additional responsibility of delivering interventions such as:

- Reading / Spellings / Precision teaching / Lexia
- Lego therapy
- Comic Strip conversations
- Phonic interventions
- English as an Additional Language support.
- Social and Emotional Difficulties – Zones of Regulation
- Social Skills (Talkabout)
- Fine motor / handwriting intervention
- Maths Booster
- Paired reading



**Social and Emotional Difficulties** - Pupils are usually identified by Class Teachers, LSAs and senior member of staff. The SENCO and Learning Mentor meet weekly and discuss pupils who are having difficulties within any of the areas of need. Depending on the need they are given 1:1 support by the Learning Mentor, so that they can discuss what issues are causing them problems and try to find a solution to overcome that problem. They are provided with a safe, private place to discuss any issues and they follow activities to improve their self-esteem and find appropriate ways of expressing their feelings.

We employ two Play-Therapists, Dawn and Lena, who each work one day per week with children who need more in-depth therapy through play.

Mrs L Dorrell  
**Learning Mentor**



Mrs S Treveil  
**Learning Mentor**



I have regular contact with the lovely Learning Mentor at Richmond, who listens to my worries and supports my child and family (Parent)

Having the space to think and play is great (year 3 pupil)

**Speech and Language/Social skills** - Pupils are identified by members of staff. Key LSAs have been trained by the Advisory Teacher for speech and language to assess and deliver an appropriate programme. Advice is sometimes sought from Janet Thompkins specialists Speech and Language teacher. Pupils referred for Speech and Language would work on language skills. Pupils referred for Social skills would work in groups to teach them how to interact with their peers on an appropriate level.

**Handwriting** – Pupils are identified by members of staff. Pupils complete a handwriting assessment to see where the issue lies e.g - grip of pen, writing on/off the lines, letter formation. They follow a structured handwriting programme which is made more fun by including some activities to improve fine motor control. Pupils could be encouraged to copy patterns and written form to develop the correct holding of a pen and writing on the lines. Sometimes it can be a matter of just changing the type of pen that they are writing with.

**At home - children can use Bug Club / My Maths / Maths Wiz / Purple Mash / Reading Eggs to support with both English and Maths skills.**

**Reading** - All pupils are tested on their reading ability throughout the year, any children highlighted that are not making the expected progress will be provided with appropriate intervention. At the end of the term all pupils are re-tested to see how much improvement they have made.

**At home – parents can encourage their child to read to them EVERY NIGHT. Take it in turns to read to make it more fun and model how a fluent reader sounds. Anything can be read for example the newspaper/magazine etc. discuss with the child what they have read to help their understanding of the text. It is essential to pre read the book first, to explore any words the children may find difficult and to discuss these first. If a child gets stuck on a word try to help them find a way to break it down.**

**Spellings** - All pupils are tested weekly for their spellings, these are differentiated and link directly to the end of year spelling expectations.

**Maths-** Pupils are identified by their teacher, if they are struggling with a particular area, intervention is put in place. The LSAs work closely with the teachers and to help the student find a way of understanding the problem.

**At home – MyMaths has help pages if the child doesn't understand the work that has been set.**

**English as an Additional Language** - Pupils are identified from information from their parents/carers. We will have a conversation with the pupil encouraging them to answer specific questions, depending on their answers and how long they have lived in the UK an appropriate access test with free writing will be completed. If required, intervention is then devised to match the pupil's needs, such as using their home language texts to support their vocabulary.

**At home, encourage your child to use English in everyday situations, encourage them to watch the news.**

**Science - At home – BBC Bitesize has Science pages that will help the student to understand each section of their Science lessons.**

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

- Teachers plan using pupils' achievement levels, differentiating tasks to ensure progress for every pupil in the classroom.
- When a pupil has been identified as having special educational needs, the curriculum and the learning environment will be further adapted by the class teacher to reduce barriers to learning and enable them to access the curriculum more easily.
- These adaptations may include strategies suggested by the SENCO and/or external specialists.
- In addition, if it is considered appropriate, pupils may be provided with specialised equipment or resources such as ICT and/or additional adult help. All actions taken by the class teacher will be recorded and shared with parents.

### How will parents know how their child is doing?

- Progress towards the identified outcomes will be shared with parents termly through feedback regarding SEN support reviews but also through the school reporting system and Parents' Evenings.
- Parents may also find the home-school diary a useful tool to use to communicate with school staff on a more regular basis.
- Parents are encouraged to arrange an appointment to discuss their child's progress with the class/subject teacher or the SENCO at any time when they feel concerned or have information they feel they would like to share that could impact on their child's success. Please contact the school office or SENCO directly, who will arrange this appointment for you.

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

**The school offers a wide variety of pastoral support for pupils. This includes:**

- An evaluated Personal, Social, Health and Economic (PHSE) curriculum that aims to provide pupils with the knowledge, understanding and skills they need to enhance their emotional and social knowledge and well-being. Please visit our website to see the topics that are included within this area of the curriculum.
- Pupil and Parent voice mechanisms – school council and parent forums are in place and are monitored for effectiveness by the Governor for responsibility for this area.
- Small group evidence-led interventions to support pupil's well-being are delivered to targeted pupils and groups. These are identified on the provision maps located on the school website and aim to support improved interaction skills, emotional resilience and well-being.
- Pupils who find outside class times difficult are provided with alternative small group opportunities within the school and action is taken to develop their social interaction skills.
- The school has gained Healthy School status which evidences the work undertaken within the school to support pupils' well-being and mental health.

**How accessible is the school environment?**

- We have toilets adapted for pupils and visitors with disabilities including a hoist for our shower and toilet facilities.
- Some stairs, steps and ramps have edgings of a contrasting colour. Edging steps in a contrasting colour indicate where there is a change in level.
- We have lifts installed in the school.
- All windows have restrictors; therefore, any windows which open out onto walkways do not present a hazard.
- Our Accessibility Plan has been updated and describes the actions the school has taken to increase access to the environment, the curriculum and to printed information and is available via the school website. Our students have helped to devise the accessibility plan.

## How are the school's resources allocated and matched to children's special educational needs?

- The school receives funding to respond to the needs of pupils with SEND from a number of sources that includes:
- A proportion of the funds allocated per pupil to the school to provide for their education called the Age Weighted Pupil Unit.
- The Notional SEN budget. This is a fund devolved to schools to support them to meet the needs of pupils with SEND.
- The Pupil Premium funding provides additional funding for pupils who are claiming Free School Meals, who are in the care of the local authority or whose parents are in the Armed Services.
- For those pupils with the most complex needs, the school may be allocated additional educational needs funding from the Local Authority's High Needs SEN Funding allocation.
- This funding is then used to provide the equipment and facilities to support pupils with special educational needs and disabilities.

## How will I be involved in discussions about and planning for my child's education?

### This will be through:

- ISP reviews and discussions during parents evenings
- discussions with the class teacher, SENCo or member of the senior leadership team
- meetings with support and external agencies.

## Support services for parents of pupils with SEN includes:

- Special Educational Needs & Disability, Information, Advice & Support Services (SENDIASS) offer independent advice and support to parents and carers of all children and young people with SEND.
- SENDIASS will also provide information on how to access an Independent Supporter for those parents whose children are being assessed for an EHCP. Independent Supporters aim to provide guidance to parents regarding the EHCP process.
- For parents who are unhappy with the Local Authority or school responses to their child's SEND, parents may seek mediation from the regional mediation services. Information on this free service is located here [www.gov.uk/special-educational-needs-disability-tribunal](http://www.gov.uk/special-educational-needs-disability-tribunal)

## What is the process of receiving a EHCP (Education, Health and Care Plan)?

If a child has lifelong or significant difficulties they may undergo a Statutory Assessment Process which is usually requested by the school but can be requested by a parent. This will occur where the complexity of need or a lack of clarity around the needs of the child are such that a multi-agency approach to assessing that need, to planning provision and identifying resources, is required. The decision to make a referral for an Education, Health and Care Plan will be taken at a progress review. The application for an Education, Health and Care Plan will combine information from a variety of sources including:

- Parents
- Teachers
- SENCO
- Social Care
- Health professionals

Information will be gathered relating to the current provision provided, action points that have been taken, and the preliminary outcomes of targets set. A decision will be made by a group of people from education, health and social care about whether or not the child is eligible for an EHC Plan. Parents have the right to appeal against a decision not to initiate a statutory assessment leading to an EHC Plan. Further information about EHC Plans can found via the SEND Local Offer and/or by contacting Parent Partnership Service.

### **Education, Health and Care Plans (EHC Plan)**

- Following Statutory Assessment, an EHC Plan will be provided by Southend Borough Council, if it is decided that the child's needs require support above and beyond what is ordinarily available in school. The school and the child's parents will be involved developing and producing the plan.
- Parents have the right to appeal against the content of the EHC Plan. They may also appeal against the school named in the Plan if it differs from their preferred choice.
- Once the EHC Plan has been completed and agreed, it will be kept as part of the pupil's formal record and reviewed at least annually by staff, parents and the pupil. The annual review enables provision for the pupil to be evaluated and, where appropriate, for changes to be put in place, for example, reducing or increasing levels of support.

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

- All after and before school clubs are accessible to all children
- Risk assessments are carried out and procedures are put in place to enable all children to participate in all school activities
- The school ensures it has sufficient staff expertise to ensure that no child with SEND is excluded from any school provided activity.
- Children with SEND and physical needs participate in a range of specialist events throughout the year. Recently, this has included a ten pin bowling tournament, which we won, and a swimming gala at the Olympic Pool in Stratford, which parents also attended.
- Children are prepared ahead of time using social stories, pictures and videos.



I can't believe how confident he was in the water – he won't stop talking about it and I'm so glad I got to come and watch! - Parent



I can't believe we won! I've never won anything! – Year 6 pupil with SEND after winning the bowling tournament

## How will the school prepare and support my child/young person transfer to the next stage of education and life?

### Transition to the next school, preparation for adulthood and independent living:

- The transition programme in place for pupils provides a number of opportunities for pupils and parents to meet staff in the new school. These opportunities are further enhanced for pupils with SEND and identified on the website.
- The annual review in Y5 for pupils with a EHCP begins the process where parents are supported to make decisions regarding secondary school choice.
- Parents will be encouraged to consider options for the next phase of education and the school will involve outside agencies, as appropriate, to ensure information provided is comprehensive but accessible.
- Accompanied visits to other providers may be arranged as appropriate.
- For pupils transferring to local schools, the SENCOs of both schools will meet to discuss the needs of pupils with SEN in order to ensure a smooth transition.
- Feedback from last year's pupils on the effectiveness of the transition process can be located on our website in the transition folder.
- The records of pupils who leave the school mid-phase will be transferred within five working days of the parents notifying their child has been enrolled at another school.

## What arrangements does the school make in relation to the treatment of complaints from parents of children/young people with SEN/D concerning the provision made at the school?

Please refer to the school's Complaints Policy for more information. Within school, the procedure has three stages, which must begin with the informal stage:

- **Informal** - most concerns are easily resolved informally by discussion with staff at the school; more difficult or complex concerns may take more than one discussion.
- **Formal complaint to the Head Teacher** - if you are unable to resolve the complaint you should write to the Head Teacher detailing your complaint.
- **Formal complaint to the governing body** - A formal complaint can be made to the governing body, after careful attempts have been made to resolve the matter informally or formally with the Head Teacher.

Parents and carers who are unhappy with the Local Authority or school's responses to their child's SEND, may seek mediation from the SEN Mediation and Disagreement Resolution Services. This is available to parents of children with special educational needs and to young people with special educational needs. The services are free and confidential and are independent of the local authority and Clinical Commissioning Group. Tel no: 0800 064 4488

Parents and carers can also appeal to the Government's SEND tribunal if you disagree with the Local Authority's decisions about your child's special educational needs. You can also appeal to the tribunal if the school or council has discriminated against your disabled child. Tel no: 0800 064 4488

## What provision do we offer?

This document is intended to give you information regarding the ways we ensure we support all our pupils, including those with SEN, in order that they reach their full potential. It may not list every skill, resource and technique we employ in order to achieve this as these are continually developed and used to modify our provision to meet the changing requirements for individual children. Children are identified as having SEN when their progress has slowed or stopped and the interventions, resources etc. put in place do not enable improvement. Once this occurs, we have specific needs-based plans which help support their development and accelerate progress.

Communication and Interaction Needs	Speech, Language and Communication Needs	<ul style="list-style-type: none"> <li>• Access to Speech and Language Unit/Specialist teacher</li> <li>• Access, via Early Help Family Support (EHFS), to Speech and Language therapist</li> <li>• ELKAN trained LSAs</li> <li>• Individualised Speech and Language programmes</li> <li>• Visual timetables</li> </ul>
	Autistic Spectrum Disorders	<ul style="list-style-type: none"> <li>• Access St. Christopher Special School Specialist Provision and Expertise in ASD &amp; ADD, ADHD</li> <li>• Social Stories</li> <li>• Individual Visual Timetable</li> <li>• Calm and Safe Environments for calming down</li> <li>• Key LSA/mentor</li> <li>• Access to Educational Psychologist input</li> </ul>
Cognition and Learning Needs	Moderate Learning Needs	<ul style="list-style-type: none"> <li>• Screening programme to identify those who need targeted support</li> <li>• Interventions – group and individual</li> <li>• LSA support addressing misconceptions and catch up sessions</li> <li>• Booster sessions</li> <li>• Additional tuition</li> <li>• Access to specialist teachers and Educational Psychologist</li> <li>• Specialised programmes (Gym Trail) that develop co-ordination: gross and fine motor skills.</li> <li>• Phonics and Maths box intervention</li> <li>• Technology (reader pens, dictation software, audiobooks)</li> </ul>
	Specific Learning Needs	
Social, Emotional and Mental Health	Behavioural	<ul style="list-style-type: none"> <li>• Learning Mentor</li> <li>• Access to Specialist Support (Parallel Learning Trust)</li> </ul>
	Emotional and Mental	<ul style="list-style-type: none"> <li>• Primary School Nurture Base – Parallel Learning Trust</li> <li>• Learning Mentor support Play therapy</li> </ul>

Needs	Wellbeing	<ul style="list-style-type: none"> <li>• Mentors</li> <li>• Access to Emotional Wellbeing and Mental Health Service (EMWHS)</li> </ul>
	Social Needs	<ul style="list-style-type: none"> <li>• Social skills groups</li> <li>• Pastoral Care Team</li> <li>• Social Worker placements</li> </ul>
Sensory and Physical Needs	Hearing Impairment	<ul style="list-style-type: none"> <li>• Access to Hearing Impairment Specialist</li> <li>• FM receivers</li> <li>• Hearing Loops</li> </ul>
	Visual Impairment	<ul style="list-style-type: none"> <li>• VIA – via Kingsdown Special School</li> <li>• Touch typing lessons</li> <li>• Physical Environment Audit</li> <li>• Adapted resources</li> </ul>
	Multi-Sensory Impairment	<ul style="list-style-type: none"> <li>• Risk Assessment and individualised support</li> </ul>
	Physical Impairment	<ul style="list-style-type: none"> <li>• Disabled toilets – hoists</li> <li>• Reasonable physical adaptations</li> <li>• Lift</li> </ul>
Medical		<ul style="list-style-type: none"> <li>• Specialist support</li> <li>• Access to specialist nurses</li> <li>• Access to school nurse</li> <li>• Care Plan</li> <li>• Medical Room</li> <li>• Secure storage for medication</li> </ul>