



## Special Education Needs Information Report

### What are Special Educational Needs?

*A child or young person has special educational needs if he or she has a learning difficulty or disability which calls for special educational provision to be made for him or her. A child of compulsory school age or a young person has a learning difficulty or disability if he or she:*

- has a significantly greater difficulty in learning than the majority of others of the same age, or*
- has a disability which prevents or hinders him or her from making use of facilities of a kind generally provided for others of the same age in mainstream schools or mainstream post-16 institutions (Code of Practice 2015)*

*Special educational provision means educational or training provision that is additional to, or different from, that made generally for others of the same age in a mainstream setting in England. Health care provision which educates or trains a child or young person is to be treated as special educational provision. (Code of Practice 2014)*

### How does Westwood College know if children need extra help?

At Westwood it is our aim to identify any pupil who has a Special Educational Need as soon as possible. Indicators could include:

- Concerns raised by parents/carers;
- Concerns raised through liaison with feeder schools/previous school;
- Concerns raised by a teacher using a cause for concern form, e.g. for behaviour or self-esteem if this is affecting performance;
- When attainment outcomes indicate a lack of progress;
- Changes in behaviour;
- If a pupil begins to ask for help more frequently;
- Liaison with external agencies;
- Health diagnosis by a paediatrician;
- Pupil observation indicates that they may have additional needs in one (or more) of the four areas:
  1. Communication and Interaction
  2. Cognition and Learning
  3. Social, Mental and Emotional Health
  4. Sensory/Physical Need

### **What should I do if I need to raise concerns about my child?**

In the first instance please arrange to come in to school to speak with your child's form teacher, subject teacher or Head of Year. This may then result in a referral to the school SENCO, Mr Richard Hey whose contact details are: 01538 370930 or [wwheadteacher@leekfederation.org.uk](mailto:wwheadteacher@leekfederation.org.uk)

At Westwood we pride ourselves on building positive, working relationships with parents. We are very open and honest with parents and we hope that parents feel that they are able to be open and honest with the school too. All parents/carers will be listened to. Their views and their aspirations for their child will be central to the assessment and the provision that is provided by the school.

### **How will I know that Westwood supports my child?**

All pupils will be provided with high quality teaching that is differentiated to meet the diverse needs of all learners. Pupils with a disability will be provided with "reasonable adjustments" in order to increase their access to the taught curriculum.

The quality of teaching and learning is monitored through a number of processes that includes:

- Classroom observation by the Senior Leadership Team, the SENCO and external verifiers
- Ongoing assessment of progress made by pupils in specific intervention groups
- Scrutiny of planning
- Whole school pupil progress tracking
- Attendance and behaviour records
- Learning walks by the Senior Leadership Team, the SENCO and Heads of Department
- Newly Qualified Teachers are monitored and supported throughout their initial year with additional lesson observations where required.

All pupils will have individual curriculum targets set in line with national outcomes to ensure ambition. These are discussed with parents/carers at events such as Parent Consultation Day and pupils' attainments to meet these targets are tracked using the whole school tracking system.

Pupils who are failing to make expected levels of progress are identified very quickly and are discussed in termly meetings that are undertaken between the form/subject teacher and the school's data manager.

Where it is decided that action is required to support increased rates of progress, this will follow an "assess, plan, do and review" model, in the form of a Pupil Passport.

An individual assessment of the pupil will be undertaken in order to make an accurate assessment of their needs, this will be recorded on the Pupil Passport and on the Individual Provision Map. Parents will always be invited to this early discussion to support the identification of action to improve outcomes.

Additional action to increase the rate of progress will then be identified and recorded that will include a review of the impact of the differentiated teaching being provided to the child, and if required, provision to the teacher of additional strategies to further support the success of the pupil.

If review of the action taken indicates that “additional to, and different from” support will be required, then the views of all involved, including the pupil and the parent, will be obtained and appropriate evidence-based interventions identified, recorded and implemented by the form/subject teacher with advice from the SENCO.

Parents will be informed that the school considers their child may require SEN support and their partnership will be sought to improve attainments.

SEN support will be recorded on a Personal Passport to Success that will clearly identify a set of expected outcomes, which will include stretching and relevant academic and developmental targets (including for older children, and young people, targets around preparing for adulthood). Progress towards these outcomes will be tracked and reviewed on a termly basis with the pupil’s key worker, the parents and the pupil.

If progress rates are still judged to be inadequate despite the delivery of high quality interventions, advice will be sought from external agencies regarding strategies to best meet the specific needs of a pupil. This will only be undertaken after parental consent has been obtained and may include referral to:

1. Special Educational Needs Support Service (SENSS)
2. Behaviour Support Service
3. Dyslexia Centres
4. Autism Outreach Team – where a child already has a diagnosis
5. Hearing Impairment Team
6. Visual Impairment Team
7. Educational Psychologist Service
8. Education Welfare Officers
9. Physical and Disability Support Services (PDSS)
10. Social Services
11. School Nurse
12. CAMHS – Child & Adolescent Mental Health Service
13. Younger Mind Counselling Service

For a very small percentage of pupils, whose needs are significant and complex and the special educational provision required to meet their needs cannot reasonably be provided from within the school’s own resources, a request will be made to the Local Authority to conduct an assessment of education, health and care needs. This may result in an Education, Health and Care (EHC) plan being provided.

### **How does Westwood match the curriculum to each child's needs?**

Teachers plan their lessons using pupil's achievement levels, differentiating work to better match ability to work provided for all pupils in the classroom. When a pupil has been identified as having special educational needs, their work will be further differentiated by the class teacher to remove barriers to learning and enable them to access the curriculum more easily. In addition they will be provided with additional support that may include the use of specialist equipment or resources, ICT and/or additional adult help.

### **How will Westwood inform parents of attainment?**

Attainments towards the identified outcomes will be shared with parents/carers termly through the college reporting system and through meetings or conversations with the SENCO. Parent's Evenings are also an opportunity to discuss attainment with the pupil's form or subject teacher. Parents may also find the home-school planner a useful tool to use to communicate with school staff.

Parents are encouraged to arrange an appointment to discuss their child's progress with their form teacher, Head of Year, the SENCO or a member of the Senior Leadership Team. Please contact the school office, on 01538 370930, to arrange this.

### **How will Westwood help you to support your child's learning?**

Please look at the school website. It can be found at [www.westwoodcollege.coop](http://www.westwoodcollege.coop) and includes a link to the college Virtual Learning Environment (VLE) where links to websites and resources that we have found useful in supporting parents to help their child learn at home.

The form/subject teacher, Head of Year or the SENCO may also be able to suggest additional ways of supporting your child's learning.

### **What training do staff supporting children and young people with SEND undertake?**

In the last two years school staff have received a range of training at three levels; awareness, enhanced and specialist.

Awareness training has been provided to all staff on:

- How to support pupils with a diagnosis of dyslexia
- How to support pupils on the Autistic Spectrum
- How to support pupils with behavioural difficulties
- How to support pupils with speech, language and communication difficulties

Enhanced training has been provided to the Teaching Assistants on:

- Better Reading Programme
- Talking Partners

Specialist training has been provided to the SENCO on:

- The National Award for SEN Co-ordination
- Attendance at the termly SENCO update

The school has regular visits from SENSS specialist teachers who are able to provide advice to staff on how to support the success and progress of individual pupils.

### **How accessible is the school environment?**

The following adaptations have been made to the school environment:

- Disabled parking spot marked and located next to the school reception
- All steps edged with yellow to ensure they are easier for those with visual impairments to negotiate Ramps have replaced the two steps into school to ensure the site is accessible to all.
- Three toilets has been adapted to ensure accessibility for visitors and students with a disability
- A medical room has been provided in order to enable a safe place for insulin testing/injections Our Accessibility Plan that describes the actions the school has taken to increase access to the environment, the curriculum and to printed information is available via the school website.
- Accessibility to all subject areas for those in wheelchairs
- Ramps have been installed where required
- Lighting and alterations to pathways between the sites have been enhanced
- Lift systems have been installed to access required levels within New Hall and Old Hall
- Fire evacuation chair training has been given to all support staff

Please refer to the Disability Equality Scheme and Accessibility Plan further information

### **How will Westwood prepare and support my child when joining or transferring to a new school or the next stage of their education?**

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

On entry: -

- A planned programme of visits are provided in the summer term for students starting in September.
- SEND staff are available at the year 8 open evening
- Parent/carers are invited to a meeting at the school and are provided with a range of information to support them in enabling their child to settle into the school routine.
- The SENCO meets with all new parents of students who are known to have SEND to allow concerns to be raised and solutions to any perceived challenges to be located prior to entry.

- If students are transferring from another school, the previous school records will be requested immediately and a meeting will be set up with parents to identify and reduce any concerns.

Transition to the next school/phase of their education: -

- The annual review in Y11 for pupils with a statement of special educational needs or an Education, Health and Care plan begins the process where parents are supported in making decisions regarding choices about the next phase of their education.
- Parents will be encouraged to consider options for the next phases of education and the school will involve outside agencies, as appropriate, to ensure information is comprehensive but accessible.
- Parents will be enabled to consider options for the next phases of education and may like to take advantage of the support offered by the independent Staffordshire School Choice. Information on this service is located on the Staffordshire website at:

[www.staffordshire.gov.uk/education/schoolsandcolleges/admissions/schoolchoice/homepage](http://www.staffordshire.gov.uk/education/schoolsandcolleges/admissions/schoolchoice/homepage)

- Accompanied visits to other providers may be arranged as appropriate.
- For pupils that are 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.
- The records of pupils who leave school mid phase will be transferred within five working days of the parents notifying their child has been enrolled at another school.

### **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: A proportion of the funds allocated per pupil to the school to provide for their education (the Age Weighted Pupil Unit); The Notional SEN budget; The Pupil Premium funding for pupils who meet certain criteria. In addition, for those pupils with the most complex needs, the school may be allocated Additional Educational Needs funding. This funding is then used to provide the equipment and facilities to support pupils with special educational needs and disabilities through:

- In-class support from teaching assistants
- Small group support from teaching assistants e.g. nurture groups, literacy and numeracy support
- Specialist support from teachers e.g. 1:1 tuition
- Bought in support from external agencies e.g. access arrangement assessment, speech and language support
- Provision of specialist resources, e.g. assessment software
- CPD relating to SEND for staff

## **How will Westwood ensure that each child/young person is included in activities outside of the classroom, including school trips?**

Activities and school trips are available to all.

- Risk assessments are carried out and procedures are put in place to enable all children to participate.
- If a health and safety risk assessment suggests that that an intensive level of 1:1 support is required a parent or carer may also be asked to accompany their child during the activity in addition to the usual school staff.

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

### **What Pastoral and Medical support is available in the school?**

We are an inclusive school; we welcome and celebrate diversity. All of our staff believe that children having high self-esteem is crucial to a child's well-being. We have a caring, understanding team looking after our children;

At Westwood we have a very strong pastoral team, led by form teachers, Heads of Year and Assistant Headteacher.

The form teacher would be the parents' first point of contact and if further support is required the class teacher liaises with the Head of Year, SENCO or Assistant Headteacher for further advice and support. This may involve working alongside outside agencies, such as Health & Social Services, Special Educational Needs Support Services, Educational Psychologist or the Behaviour Support Team.

How does the school manage the administration of medicines?

- The school has a policy regarding the administration and managing of medicines on the school site;
- Parents should contact the office staff if medication is recommended by Health Professionals to be taken during the school day;
- On a day to day basis the Admin staff generally oversee the administration of medicines after a consent form has been completed;
- As a whole staff we have regular training and updates of conditions and medication affecting individual children so that all staff are able to manage medical situations.

## **How will Westwood support your child's emotional and social development?**

We recognise that some children have extra emotional and social needs that need to be developed and nurtured. These needs can manifest themselves in a number of ways, including behavioural difficulties, anxiousness, and being uncommunicative.

All classes follow a structured PSHE (Personal, Social, Health and Economic education) curriculum to support this development. However, for those children who find aspects of this difficult we offer

- Access to the Attics – Westwood's dedicated support area before school and during unstructured time at break and lunch – this is always supervised by teaching assistants.

- Access to specialist counselling services through Younger Mind and peer mentoring overseen by members of the Special Needs team

### **How are children and young people who are looked after by the Local Authority and have SEN supported at Westwood?**

As a group, looked after children are nine times more likely to have a statement of special educational needs (SEN) than the general pupil population. The majority of looked after children have SEN. It is important that all children with SEN receive the educational provision which meets their needs. At Westwood we recognise that many looked after children will have had difficult and unstable home and school lives before being placed in care and therefore understand that it is imperative that their needs are quickly and efficiently assessed and provided for. This should ensure that the effect of any instability is reduced to a minimum.

Westwood's approach to encouraging and supporting the educational achievement of looked after children is based on the following principles:

- Listening to the looked after children, working closely with home, voluntary and statutory agencies;
- Promoting attendance, through a programme of early intervention, priority action, reducing exclusions and promoting stability within a positive learning environment;
- Identifying need and targeting support, including accessing resources from other agencies as well as provision from other sources, including in-school intervention;
- Having high expectations.

### **Local Authority's Local Offer**

Since September 2014 every Local Authority has been required to publish information about services that they expect to be available in their area for children and young people from birth to 25 who have special educational needs and/or disabilities (SEND) and also services outside of the area which they expect children and young people from their area will use. This will be known as the 'Local Offer'.

The Local Offer will put all the information about education, health and care services, leisure activities and support groups in one place. It has two main purposes:

- to provide clear, comprehensive and accessible information about the support and opportunities
- that are available; and
- to make provision more responsive to local needs and aspirations.
- The Government says the Local Offer must be developed and reviewed in partnership with children
- and young people, parent carers, and local services, including schools, colleges, health and social care agencies.

The Local Offer for Staffordshire can be located on the following website:

<https://www.staffordshireconnects.info/kb5/staffordshire/directory/home.page>

## Who can I contact for further information?

If you wish to discuss your child's educational needs or are unhappy about something regarding your child's schooling please contact the following:

- Your child's subject teacher
- Your child's tutor or Head of Year;  
*Y9 Miss Hargreaves    Y10 Mr Edwards    Y11 Mr Morgan*  
*Sixth Form Mr Wallinger*
- The Assistant SENCo: Mrs S Shea
- The SENCo: Mr M Trunbull
- For complaints please contact the School Governor with responsibility for SEN,. The Governors can be contacted via the Clerk to Governors, Mrs H Boughey through the office [wwc.office@ttl.org.uk](mailto:wwc.office@ttl.org.uk)

## Support services for parents of students with SEN include:

- **Parent Partnership**  
<http://www.staffordshire.gov.uk/education/welfareservice/SpecialEducationalNeeds/spps/home.aspx>
- If you have a general enquiry, would like to speak to one of the team or a parent wanting to request information and support please telephone **01785 356921** during office hours. Alternatively email on [spps@staffordshire.gov.uk](mailto:spps@staffordshire.gov.uk).
- **Parent In The Know** newsletters  
<http://www.staffordshire.gov.uk/education/welfareservice/SpecialEducationalNeeds/spps/newsletter/newsletters.aspx>
- Information on where the Local Authority's Local Offer can be found.  
<https://www.staffordshire.gov.uk/education/Access-to-learning/Local-Offer-SEND-Pathway.aspx>

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