

## Bernards Heath Infant and Nursery School

### SEND Information Report

March 2021

Welcome to our SEN Information Report. The purpose of this report is to inform parents and carers about how we identify, support and make effective provision for children with special educational needs and disabilities (SEND). Bernards Heath is an inclusive school where we work to ensure that reasonable adjustments are made to overcome barriers to learning. We are a three form entry Infant school with a Nursery.

We hope you find this report useful. We always welcome any views or contributions regarding the content of this Information Report.

The school's SEND (Special Educational Needs & Disability) policy can be found on our website here: <https://bernardsheath.herts.sch.uk/wp-content/uploads/2020/12/BHINS-SEN-Policy-May-2020.pdf>

Further information about SEND provision where national and local restrictions require entire cohorts (or bubbles) to remain at home can be found in the Remote Learning Plan (pg 5 - Additional Support for Pupils with Particular Needs) on the school website.

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### 1. How does Bernards Heath Infant and Nursery School know if children/young people need extra help?

We know that children need help when:

- Concerns are raised by staff, parents, carers or a previous setting.
- The child is not making the progress we expect.
- Observations and discussions with parents and staff highlight a need
- We observe a change in a child's behaviour, self-esteem or friendships.
- They tell us – we use pupil voice whenever appropriate to listen to our learners to find out how they are doing and how they would like to be supported in school.

### 2. What should I do if I think my child may have special educational needs?

If you think your child may have a special education need please arrange to meet your child's class teacher in the first instance.

After that, the teacher might ask Mrs Steadman our SENCo (Special Educational Needs Co-ordinator) to make an appointment to talk to you. If appropriate, Mrs Steadman may refer you to another specialist linked to our school. As outlined in the SEN Code of Practice 2015 there are 4 broad areas of need:

- Communication and interaction
- Cognition and learning
- Social, emotional and mental health difficulties
- Sensory and/or Physical needs

### 3. How will Bernards Heath Infant and Nursery School staff support my child?

Class teachers are responsible for the learning and progress of all children in their class and this starts with quality first teaching.

Teachers continually assess, track and monitor all children's progress through daily observation, marking, feedback and more formal statutory assessments. Each child is tracked using a variety of tools that enable teachers to check that they are making progress in line with the expectations for their age group.

Where a child is making less-than expected progress strategies and provision are put in place. We deliver a graduated approach which is:

- **asses** the child's needs
- **plan** any adjustments or interventions that need to be put in place
- take forward and **do** the agreed plan
- **review** the effectiveness of the support and interventions

If a child has needs related to more specific areas of their education, e.g. phonics, handwriting or numeracy then they may become part of a small focus group. Other provision may include our lunchtime nurture group, WellComm communication intervention or Smart Moves gross motor programme.

The class teacher, in consultation with parents, may also create an individualised Additional Support Plan to address specific learning needs.

As part of the graduated approach, provision is regularly reviewed by all involved to establish the effectiveness and to inform future planning.

Pupil Progress meetings are held each term. This is a meeting where the class teacher meets with the Senior Leadership Team to discuss the progress of children in their class.

Occasionally a child may need more expert support from an outside agency such as The Links (Behaviour Support Team), an Educational Psychologist or a Speech and Language Therapist. A referral will be made, following parental consent, and parents are regularly kept up-to-date with outcomes and progress.

#### **4. How will I know how my child is doing?**

Through Parent Teacher Consultations. These are held 3 times a year in the Autumn, Spring and Summer terms. A written report will be provided alongside the opportunity to meet with your child's class teacher. This report contains information about how they are doing in relation to Age Related Expectations.

As required, other opportunities include:

- Informal meetings with the class teacher / SENCO
- Additional Support Plan Review meetings (termly)
- Six monthly or annual reviews for children with an Education Health and Care Plan.

#### **5. How will provision be matched to my child's needs?**

When a child is not making expected progress the first response is through 'quality first' teaching targeted at the area of weakness. The class teacher is responsible for the progress of all children and they will ensure reasonable adjustments are made to ensure that barriers to learning are removed and that differentiation is embedded into our curriculum. Differentiation is designed to allow pupils to access tasks at a level which is appropriate for them whilst still maintaining independence. This differentiation could involve:

- Changes to the task
- Adapted environment
- Use of different equipment and resources
- Alternative methods of recording answers
- Use of and access to ICT
- Individual timetables
- taking part in a small focus group

If a child is not making expected progress the teacher, in consultation with parents, may create an Additional Support Plan (ASP) to address specific learning needs.

We use the Assess/Plan/Do/Review model to help ensure that the right provision and support is being given. This graduated approach ensures that adjustments and provision respond to a child's needs and are changed as required. Provision is regularly reviewed.

For some children advice may also be sought from outside agencies so that specific and achievable targets can be set based on specialist advice.

#### **6. What support will there be for my child's overall wellbeing?**

The school offers a variety of pastoral support for children who are encountering difficulties.

##### Social and Emotional Wellbeing:

- All members of staff know their classes well and support children in their emotional and social development

- We take a proactive approach to positive mental health and have embedded times of the day for mindfulness, stillness and reflection. A mindfulness club is also run for small groups of children.
- Our Learning Hero's (Bear, Dog, Duck, Monkey and Giraffe) provide an age appropriate means of building the children's understanding of learning behaviours, feelings and being inclusive.
- We apply the Zones of Regulation across the school, an approach that helps the children to understand their feelings and emotions and the feelings and emotions of others.
- Our Mental Health Lead is Suzanne Steadman, SENCO.
- In addition, and always following parental consent, we may access support from an outside agency such as the school nurse service, or counselling services.

#### Children with Medical needs

- If a child has an ongoing medical need a Care Plan is compiled to ensure they receive appropriate care and all relevant adults know what this looks like
- A large majority of staff have first aid training, and other medical training as necessary, to support children at school
- Dawn Mayhew and Helen Morehen are our Medical Needs Lead

#### Behaviour Policy

- We follow the Hertfordshire STEPS. This is a therapeutic behaviour approach to behaviour management. Our Behaviour Lead is Jon Fisher. The school has a Behaviour Policy which is available on our website – <http://bernardsheath.herts.sch.uk>

### **7. What specialist services and expertise are available at or accessed by the school?**

At times it is necessary to consult with outside agencies to receive specialist advice. Agencies used by the school include:

- Education Psychologist
- Speech and Language Therapist
- Physiotherapists & Occupational Therapists
- Advisory Teachers for Speech & Language Communication Disorders, Visual & Hearing impairment and the Autism Advisory Teachers
- Outreach teacher from the Collett MLD School
- School Nurse
- Family Worker
- Social Workers

### **8. What provision does the school make for Children Looked After (CLA)?**

The school has a designated teacher for CLA (Antonia Onyeze) who attends relevant training provided by Virtual Schools. She is a link between the school, foster family and other agencies involved with the child. Excellent communication is a very important part of this role.

- Recently adopted children and their families are still able to access Virtual Schools support
- A local Adoption Support Service Advice Line is available Mon to Fri 9.00am – 8.00pm and Sat 10.00am – 4.00pm on 01438 844488
- The school has a separate Children Looked After Policy which is available on our website – <http://bernardsheath.herts.sch.uk>

### 9. What training have the staff, supporting children and young people with SEND, had or are having?

Training is on-going depending on the needs of the children and staff working with them.

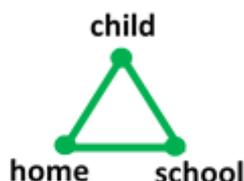
- The SENCO holds the National Award for SEN Co-ordination
- Staff have had Hertfordshire Steps 'Step On' training
- Several members of staff are trained to assess and implement Smart Moves for individual and small groups of children helping them develop their gross motor skills
- Other training includes training from the Hearing Impairment team, update training from the Autism Education Trust and Autism Advisory Teachers and understanding Sensory Processing.

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

- The school has an 'open door' policy where parents are welcome to discuss their child's with staff.
- Parents are informed if a child is having extra help at school and how they can support this at home.
- The school leads parent workshops to explain methods used in teaching key subjects. Recent workshops have been held in Maths and phonics/reading.
- Some children maybe given an Additional Support Plan. Parents of children with Additional Support Plans are invited into school at least termly to review progress and next steps. Parent contributions to these plans are very important.
- Each class has a 'blog' on the school website which is updated regularly with advice on what learning has been happening at school and how this can be supported at home.
- Parents are encouraged to come and volunteer at school and support regularly (following the guidance in Keeping Children Safe in Education)

### 11. How does the school enable constructive partnership working with families?

The school values strong relationships and communication with parents and understand if home and school work effectively together, children are well supported.



- Parents are informed if a child is having extra help at home and how they can support this at home.

- Termly SEN coffee and chat mornings are held with the SENCo (*currently not able to run due to Covid restrictions*)
- We operate an 'open door' policy

### **12. How will my child be included in activities outside the classroom including school visits?**

Activities and offsite school visits are planned for all children. Risk Assessments and Risk Reduction Plans are written and procedures are put in place to enable all children to participate as appropriate. 1:1 ratios may be used for specific activities or visits and parents may be asked to accompany the class.

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

- All areas of the school can be accessed by all children, parents and staff
- All steps are visible with yellow marking
- The school has dedicated disabled parking
- Signs clearly show visitors where they need to go to access the school building
- We have a quiet space in school with a range of sensory resources that is used regularly for intervention groups and a lunchtime nurture group

### **14. Who can I contact for further information?**

- Your first contact is your child's class teacher
- Mrs Steadman is the Special Educational Needs Coordinator (SENCO)
- The Head Teacher, Mrs Hannah Rimmer

All these people can be contacted via the school office - 01727 852106 or [admin@bernardsheath.herts.sch.uk](mailto:admin@bernardsheath.herts.sch.uk)

### **15. How will the school prepare and support my child to join the school, transfer to a new school or the next stage of education?**

Strategies are in place to enable the children's transition to a new school to be as smooth as possible. These include but are not limited to:

- Discussion between previous or receiving schools prior to the children joining/leaving
- Planned visits to pre-school settings and Bernards Heath Junior School as and where appropriate
- Annual transition day when all children at Bernards Heath Infant and Nursery School meet their new teacher and teaching assistant
- A more individualised transition plan as appropriate - discussed with parents
- Photos of new staff and key areas to share at home (as appropriate)

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

- The SEN budget is allocated each financial year. The money is used to provide additional adult support or resources dependant on need. The funding system for SEN is currently under review by the local authority.
- Provision maps are updated termly in pupil progress meetings and provision is adapted as needs change

**17. How is the decision made about how much support my child will receive?**

- The decision is made through continual assessment of how your child is progressing, what type of support your child needs and advice given by outside agencies
- It is our aim to develop the independence of all children and no child will receive full-time support from the same adult

**18. How can I find information on the local authority's Local Offer of services and provision for children and young people with special educational needs and disability?**

- Local Authorities and schools are required to publish and keep under review information about services they expect to be available for the children and young people with Special Educational Needs (SEN) aged 0-25. This is the 'Local Offer'. The intention of the Local Offer is to improve choice and transparency for families. It is also an important resource for parents in understanding the range of services and provision in the local area.
- The Hertfordshire Local Offer can be accessed at: [www.hertfordshire.gov.uk/localoffer](http://www.hertfordshire.gov.uk/localoffer)
- Further useful information can be found on the St Albans, Harpenden and Villages DSPL site: <http://www.dspl7.org.uk>