

## **Bishop's Hatfield Girls' School Local Offer – September 2018**

The following range of provision may be offered at any point in time within the school to support inclusion:

### **1. How does the school know if children/young people need extra help and what should I do if I think my child may have special educational needs?**

We have an open policy with regard to concerns being raised by pupils, parents/carers and other agencies with regard to possible additional needs. As a part of our preparation for new pupils we conduct:

- Primary School visits at the end of Year 6.
- baseline assessment of reading, spelling and Cognitive Ability Testing (CAT) when pupils arrive at the school or soon after.
- detailed tracking of pupil progress, attainment and attendance.
- regular updates of our Inclusion Register to reflect and monitor additional learning needs. This keeps all staff updated.

### **2. How will school staff support my child?**

We have a strong pastoral system and through this we will make sure that:

- all staff are made aware of pupil needs through staff briefing, the Inclusion Register, Inclusion Information, circulation of relevant information and/or Medical Care Plans.
- members of the Learning Support team are fully briefed and available to support all school staff with regard to pupil needs.
- our Learning Support Assistants support tutors/pupils during registration time.
- testing for and provision of access arrangements for public examinations will be put into place as appropriate.
- ICT equipment is made available to support learning when this is appropriate.
- in-class support, one-to-one tuition and support group teaching will take place throughout Key Stage 3 as applicable.
- pupils in Key Stage 4 Support Option groups receive support through the Prince's Trust Achieve Programme as well as academic support.
- a personalised curriculum (within the limits of the secondary school curriculum) is available when this is appropriate.
- lunch time and after-school Homework Clubs provide good support.
- pupils who need them are provided with Reading Clubs, Key Skills lessons and Support Groups.
- Exceptional Needs Funding applications are made when applicable.

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

We will make regular contact with you so that you are kept informed through:

- tracking reports at the end of every term.
- regular parent /carer consultation evenings.

### **4. How will the learning and development provision be matched to my child's needs?**

To make sure provision is matched to pupil needs we will continue our:

- on-going development of staff differentiation skills through training of teaching and support staff.
- whole-school focus on teaching and learning to include 'school review' weeks, literacy learning walks, vulnerable pupil learning walks and assessment learning walks.
- use of 'expert' outside agencies to brief staff on teaching and learning strategies for specific needs, as detailed in 6 below.

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

We will care for each pupil's overall well-being through our:

- strong pastoral support system – including Form Tutors and Heads of Year.
- school-wide RAPAS (Rewards and Praise and Sanctions) policy applied by all staff members (available on the school website) which promotes a positive approach to behaviour.
- good communication with parents/carers.
- strong links with external agencies providing support for emotional and behavioural needs.
- well-functioning Pupil Support Centre (PSC) which is available to support behaviour and learning and for respite as well as attendance support
- system of Medical Care Plans which are prepared in consultation with parents/carers to ensure the safety of all pupils with medical needs in the school.
- support interventions provided by our School Counsellor, Heads of Year and Learning Support team.
- various lunch time activities which promote confidence and social skills.
- a wide range of stimulating enrichment activities which take place after school.

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

We have developed strong working links with:

- external agencies which provide support. These may include speech and language therapy, physiotherapy, occupational therapy, medical needs (ESTMA), advice on provision for autistic spectrum disorders, The Park ESC, monitoring of pupil absence etc. This may lead to the delivery of planned programmes (e.g. speech and language) to be put into place by trained, experienced Learning Support Assistants.
- our Educational Psychologist who can provide access to support, training and interventions in the case of some pupils.

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

The development of staff across the whole school is a priority. Staff members:

- attend a regular schedule of meetings for staff training which includes specific areas of Special Educational Needs and Disability.
- within the Learning Support Faculty are led by a specialist teacher.

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

To help you support your child's learning, we will:

- provide you with information about your child's progress through reports.
- send you regular information via the Head's newsletter, the website and Facebook.
- use our school website to provide support and information for you e.g. information on coping with self-harming.
- make advice available through members of the teaching staff as well as Heads of Year.
- assist you through meetings called by either ourselves or by parents/carers to discuss specific learning issues and agree ways to move situations forward.
- invite you to various enrichment events including SEND Parent Information Evenings.

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

We will try to involve you in discussions concerning your child's education through:

- telephone contact or meetings including Parents' Evenings.
- our strong pastoral team and SEND staff who will make themselves available to discuss pupil needs and provision.

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

So that we remain an inclusive, enriching school we will provide:

- a programme of after-school Enrichment which encourages and supports all pupils to attend a wide variety of activities to develop their skills and interests.
- careful support and briefing for all staff members arranging outings and residential trips so that they can take account of and make provision for the needs of pupils with SEND.
- Learning Support staff members to attend school outings and/or participate in residential trips to ensure maximum accessibility for all pupils.
- encouragement to parents/carers to participate in trips as volunteers which will reassure more vulnerable pupils and promote their participation in a wider range of activities.

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

There is full disabled access as the school floors are level and there are lifts at either end of the school building. Gently sloping ramps exist for access to outside teaching spaces including the multi-use games area (MUGA) and the field. Colours used throughout the build assist those with visual impairment and the building's acoustics / sound proofing create optimum conditions for those with some hearing loss.

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

For further information please make contact with:

- the school office for general information.
- the Head of Year for your daughter's year group.
- Mr Lister, Head of Learning Support for matters relating to special educational needs and disability, on 01707 275 331 ext.215 or at [slister@bishophatfield.herts.sch.uk](mailto:slister@bishophatfield.herts.sch.uk)

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

We work hard to ensure that all pupils are prepared for transition to our school. We do this by:

- visits to all feeder primary schools to meet pupils and teachers during the summer term of Year 6.
- individual visits and appointments with the Head of Learning Support, as needed, for pupils with special educational needs and disabilities.
- visits and individual appointments with the Heads of Year to explore placement at the school throughout the academic year.

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

Our SEND budget provides for:

- staffing, including the Head of Learning Support (SENDCo) and a team of highly skilled Learning Support Assistants
- a specialist School Counsellor.
- the resourcing of support groups as well as materials for the Pupil Support Centre. This includes computers and differentiated learning materials.
- provision of access arrangements during external examinations.
- staff INSET by specialists to keep all staff updated on SEND developments.

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

We will make decisions based on the results of assessment, tracking of progress and discussion with you as well as with staff members who teach your daughter.

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

The Hertfordshire Local Offer can be accessed at [www.hertsdirect.org/localoffer](http://www.hertsdirect.org/localoffer)