



**Special Educational
Needs and Disability
(SEND) Information
School Offer**

St Matthias C of E Primary School

The Inclusion Team

SENDCO DDSL Yasmine Cherid

Headteacher and DSL Lucy Blewett

Deputy Head and DDSL Amy Frohock

The Governor with responsibility for SEN is Maria Newsome

Our Mission Statement

St Matthias provides a safe and happy environment for all of our children and staff to learn, develop and excel in their academic and social education. We believe that our children have to be supported to achieve and prepare for their lives ahead. Working together with their families, we will instil the values and care needed to ensure they become responsible, confident and capable members of society.

Our Christian ethos is underpinned by the principal of 'Love Thy Neighbour' and children are encouraged to love themselves and others to ensure respect for all and the right to knowledge.

We believe it is imperative that all children have the necessary skills and attitudes to equip them for an unknown but prosperous future that allows them to make positive choices about their own lives. We offer a consistent approach to learning to ensure they have the skills necessary to apply to a variety of situations.

We strive to ensure all children fulfil their potential. We use modelling, scaffolding and personalised learning to support children on their journey. In order for all children to achieve we support them through every step of their learning journey. We promote independence and provide no limits to learning.

Our Identity

To know who they are

Our World

To know their place in the world and understand their rights

Our Voice

To express their wants and needs

Our Future

To fulfil their potential and become independent adults that make a positive contribution to the world

At St. Matthias we are all here to learn.





At St Matthias Church of England Primary School we strive to support all children to enable them to achieve at school.

In order to do this many steps are taken to support them through their learning journey.

Quality first teaching is vital; however, for some children there are occasions when further additional support may be needed to help them achieve their targets.

What kinds of special needs are provided for in this school?

We provide for all kinds of needs at St Matthias, usually grouped into 4 categories:

- Communication and interaction 
- Cognition (thinking) and learning 
- Physical and sensory 
- Social, emotional and mental health needs. 



My Identity
I know who I am



My World
I ask questions about the world around me



My Voice
I use my voice to make a difference



My Future
I aspire to greatness

St Matthias EmpowerED



What is the Local Offer?

The Local Offer was first introduced as a local offer of all services available to support disabled children and children with SEN and their families. This information will set out what is normally available in schools to help children with lower-level SEN as well as the options available to support families who need additional help to care for their child.

What will it do?

Hackney Education will allow the Local Offer to provide parents/carers with information about how to access services in their area, and what they can expect from those services. With regard to Education, it will let parents/ carers and young people know how school and colleges will support them, and what they can expect across the local settings. During the last year, the Local Offer Steering Group has developed questions for schools, and trialled them with a small number of settings.

You can find the local offer Website here: <http://www.hackneylocaloffer.co.uk>

There are 17 questions, devised in consultation with parents/carers and other agencies, which reflect their concerns and interests. These will be answered by agencies, schools and colleges to provide information to parents and carers to enable them to make decisions about how to best support their child's needs.

Below are St Matthias School's responses (in line with the Primary Advantage Federation) to these questions:

How does St Matthias Primary School know if children need extra help?

We know your child needs help if:

- concerns are raised by parents/carers, teachers or the child
- limited progress is being made
- there is a change in the pupil's behaviour or progress
- outside agencies inform us of identified needs

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

- The class teacher is the initial point of contact for responding to parental concerns. If you have further concerns please contact the school SENCO via the school office.

How does St Matthias Primary School assess a child's needs?

- The class teacher will work with the SENCO to discuss individual needs
- The SENCO will talk to the child and parents/carers to find out their views and needs
- There may be referrals to outside agencies (parent/carers consent is always obtained first)

How will I know how St Matthias Primary School supports my child?

- Each pupil's education programme will be planned by the class teacher. It will be adapted accordingly to suit the pupil's individual needs. This may include additional general support by the teacher or support staff in class.
- If a pupil has needs related to more specific areas of their education, such as spelling, handwriting, maths and English skills etc then the pupil will be placed in a small focus group. This intervention will be run by the class teacher or a member of support staff. The length of time the intervention will vary according to need but will generally be for one term. The interventions will be regularly reviewed by all involved to ascertain the effectiveness and impact of the provision and to inform future planning. These interventions are recorded on a Provision Map (this is a record of the intervention, timings, strategies and impact).
- Insight tracking objective checks and Provision Map review meetings are held each term. In these meetings the class teacher meets with the SENCO and a member of the Senior Leadership Team to discuss the progress of all pupils in their class. This shared discussion may highlight any potential problems in order for further support to be planned.
- Occasionally a pupil may need more expert support from outside of school such as Educational Psychology. Where this is the case, a referral will be made with your consent and forwarded to the most appropriate support agency. If

appropriate a pupil will undergo a number of assessments and support is usually provided to the school and parents/carers.

- The Governors at St Matthias Primary School are responsible for entrusting a named person, Maria Newsome, who is responsible for monitoring the Safeguarding and Child protection procedures.

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

- When a pupil has been identified with special needs their work will be adapted by the class teacher to enable them to access the curriculum and make progress.
- Members of support staff may be allocated to work with the pupil in a 1:1 or small focus group to target more specific needs.
- If a child has been identified as having a special educational need they will have a Learning Plan. Targets will be set accordingly to their area of need. These will be monitored by the class teacher regularly and by the SENCO at least three times a year. Support Plans will be discussed with parents/carers at Teacher consultations (three per year) and sent home each term.
- If appropriate, specialist equipment may be given to the pupil e.g. writing slopes, concentration cushions, pen/pencil grips.

How will I know how my child is doing?

- You will be able to discuss your child's progress at Teacher Consultations.
- Your child's class teacher will be available at the end of each day if you wish to raise a concern. Appointments can be made with the class teacher and/or the SENCO if further discussion is required.
- Both the child and your views will be discussed at Teacher Consultation meetings and these are always taken into account when planning how to support your child.

How will my child be involved?

At St Matthias Primary School, we always involve children in meetings about their progress alongside parents, where appropriate. We regularly ask children about their progress and ensure we incorporate their thoughts and feelings in each progress meeting and annual reviews using an 'one page profile' or 'talking mat'.

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

- The class teacher may suggest strategies of how to support your child and these will be included on your child's Learning Plan.
- The SENCO may meet with you to discuss how to support your child with strategies at home.
- If outside agencies have been involved, suggestions and programmes of study are normally provided that can be used at home.

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

The school offers a wide variety of pastoral support for pupils who have emotional difficulties, these include:

- All members of staff are readily available for pupils who wish to discuss issues and concerns. Where appropriate mediation sessions are carried out.
- Clubs and positions of responsibility are available/ created for those who find break-times challenging.
- The playgrounds are divided into zones to create quiet areas during break-times.
- Each class holds weekly PSHE activities that address specific concerns and worries relevant to the class. The class will also hold circle times if and when a particular worry or concern arises.
- An online worry/kindness box called 'Speak Up' is used daily

How is behaviour managed?

Positive behaviour in schools is essential and we have a behaviour policy which can be found on the school's website. We always try to encourage good behaviour through setting high expectations, forming good relationships with parents/carers built on trust, sharing children's positive behaviour and attitudes to work in our celebration assemblies. As a school we use "Stay on Green" approach to managing positive behaviours.

Pupils with medical needs

- If a pupil has a medical need then a detailed Care Plan is compiled with support from the school nurse in consultation with parents/carers. These are discussed with all staff supporting the pupil.
- Members of staff are trained to use epipens and asthma inhalers.
- Where necessary, and in agreement with parents/carers and the school nurse, medicines are administered in school but only where a signed Medicine consent form is in place to ensure the safety of both the child and the staff member.

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

These services are accessed depending on the level and type of need, which can change on a regular basis.

- Educational Psychologist
- Speech and Language Therapy
- First Steps (CAMHS)
- CAMHS (Child and Adolescent Mental Health Service)
- Social Services
- Occupational Therapy
- Hackney Ark (sometimes referred to as MARS – Multi Agency Referral Service)
- Re-Engagement Unit
- PRU (Pupil Referral Unit)
- School Nurse
- School Doctor
- Inclusion Team

What training have the staff supporting children with SEND completed or are currently completing?

Different members of staff have received training related to SEND, these have included:

- How to support children with speech and language difficulties.
- How to support children on the autistic spectrum.
- How to support children with behavioural, social and emotional needs
- How to support children in literacy and numeracy.

How will my child be included in activities outside 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 it is felt necessary, a parent or carer may be asked to accompany a child during the activity depending on the intensity of the 1:1 support

How accessible is the school environment?

We are happy to discuss individual access requirements and the school has an Accessibility Plan. Please ask the SENCo or school office if you would like a copy. Facilities we have at present include:

- Ramps into school buildings to make the building accessible for wheelchair users;
- Disabled toilets in both main school buildings;
- Most classrooms and buildings have wide doors;
- Please feel free to contact us if you would like to discuss specific requirements or to arrange a visit;
- Transport can be organised to and from the school by Hackney Education. Phone: 0208 558 4283 Fax: 0208 532 8532 email: transport@learningtrust.co.uk

How will the school prepare my child when joining St Matthias Primary School or transferring to a new school?

Many strategies are in place to enable the pupil's transition to be as effective as possible. These include:

- Discussions between the previous or receiving schools prior to the pupil joining/leaving.
- All pupils attend a transition session in which they spend time with their new class teacher.
- Additional visits are arranged for pupils who may need extra time in their new school/class.
- Secondary school staff visit pupils prior to them joining the new school.
- The SENCO will liaise with SENCO's from the relevant other schools to share information regarding SEN pupils.

- Where a pupil may have more specialised needs, a separate meeting may be arranged with the SENCO, other relevant SENCOs, parents/carers and pupil if appropriate.

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

- The SEN budget is allocated each financial year. The money is used to provide additional support or resources dependant on an individual's needs.
- The additional provision may be allocated after discussion with the class teacher at a Support Plan review or if a concern has been raised at another point during the term.
- Resources may include deployment of staff depending on individual circumstances

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

- These decisions are made in consultation with the class teacher, SENCO and Senior Leadership Team.
- Decisions are based upon the termly tracking of pupil progress and as a result of assessments by outside agencies.

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

All parents are encouraged to contribute to their child's education; this may be through:

- Discussions with class teacher
- Discussions with SENCO, Senior Leadership Team or other professionals
- Annual Review meetings
- Parents evenings
- Transition meetings between key phases e.g. Early Years Foundation Stage to Key Stage 1, Secondary transfer
- Open Morning sessions
- SEN Coffee mornings
- Meetings with the Speech and Language Therapist

What happens if I am worried about my child?

If you wish to discuss your child's educational needs please contact the school office on 0207 254 1148 to arrange a meeting with the class teacher or the SENCO Yasmine Cherid.

What should I do if I wish to make a complaint?

Please refer directly to our complaints policy.

These are the key contacts/steps to follow:

A concern or complaint can be made in person, in writing or by telephone. They may also be made by a third party acting on behalf of a complainant, as long as they have appropriate consent to do so.

Concerns should be raised with either the class teacher or Headteacher. If the issue remains unresolved, the next step is to make a formal complaint.

Complainants should not approach individual governors to raise concerns or complaints. They have no power to act on an individual basis and it may also prevent them from considering complaints at Stage 2 of the procedure.

Complaints against school staff (except the Headteacher) should either be made to the individual school Headteacher via the school office or to the federation central team via governors@primaryadvantage.hackney.sch.uk Federation level complaints should be made to the Executive Principal via the Federation central address or by email to governors@primaryadvantage.hackney.sch.uk Please mark them as Private and Confidential. Complaints that involve or are about the Headteacher should be addressed to the Federation Executive Principal via the Federation central address or by email to governors@primaryadvantage.hackney.sch.uk Complaints involving the Federation Executive Principal should be made to the Chair of Governors, via the Federation central address or by email to governors@primaryadvantage.hackney.sch.uk Please mark them as Private and Confidential. Complaints about the Chair of Governors, any individual governor or the whole governing body should be addressed to the Clerk to the Governing Body via the Federation central address or by email to governors@primaryadvantage.hackney.sch.uk Please mark them as Private and Confidential.

Useful Websites



<http://www.netmums.com/parenting-support/special-needs>

contact a family
for families with disabled children

<http://www.cafamily.org.uk/>



<http://www.hiphackney.org.uk>



<http://www.specialkidsintheuk.org/>

Scope
About disability

<http://www.scope.org.uk/support/families/parents-carers>



<http://www.councilfordisabledchildren.org.uk/>



<http://www.youngminds.org.uk/>



<http://www.nasen.org.uk/>



<http://www.ipsea.org.uk/>



<http://www.homerton.nhs.uk/our-services/services-a-z/childrens-services-in-the-community/hackney-ark.aspx#ActivitiesWeOffer>



<http://www.parentsforinclusion.org/>



<http://www.bibic.org.uk/>



all about people (British Institute of Learning Difficulties)

<http://www.bild.org.uk/>



Taking Action • Changing Lives

<http://www.dyslexiaaction.org.uk/>



<http://www.ican.org.uk/>



<http://www.dyspraxiafoundation.org.uk/>



<https://www.gov.uk/children-with-special-educational-needs/statements>

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

- The SEN budget is allocated each financial year;
- The budget is used to provide additional support or resources dependent on an individual's needs;
- Additional provision is allocated after discussion with the class teacher at pupil progress meetings, provision map meetings or if a concern has been raised by them at another time during the year;
- Interventions or equipment are provided in order to support the child. Resources may include deployment of staff depending on individual circumstances.

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

- These decisions are made in consultation with the class teacher, SENCO and Senior Leadership Team;
- Decisions are based upon termly tracking of pupil progress and as a result of assessments by outside agencies;
- If further concerns are identified at any point due to lack of progress or well-being then other interventions will be arranged.

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

You are encouraged to contribute to your child's education. This might be through:

- Discussions with the class teacher;
- Discussions with professionals from outside agencies / the SENCO / Senior Leadership Team;
- Co-production of a 'One Page Profile' for your child, detailing their personality, strengths, interests and most successful support strategies;
- Parents' evenings;
- Open mornings;
- SEN coffee mornings / parents' group.

4. Who can I contact for further information?

- If you wish to discuss your child's educational needs please contact the school office on 0207 254 1148 to arrange a meeting with the class teacher or the SENCO.