

### What are the categories of SEN?

The school will always try to provide for all pupils with additional needs under any of the four categories from the SEN Code of Practice. These are:

- Communication and interaction
- Cognition and learning
- Social, mental and emotional health
- Sensory and physical

### Who is responsible for SEN in the school?

- All teachers are responsible for the learning of all of their pupils.
- Mrs Dennis is the school's SENCo and as such oversees the support provided to children with additional needs.
- Gwyneth Flaherty is the school's SEN Governor; her role is to ensure that the school's SEN policy is being adhered to.

### How does the school identify and assess children with SEND?

- Any information parents can tell us.
- Teachers' views of the child.
- Where applicable children's views about themselves.
- Internal assessments made for specific areas of need.
- Support and guidance from outside agencies.
- Referral can be made for an Education and Healthcare Plan.

### How are the children and parents involved in planning and decision making?

- The class teacher, parent and child will be able to contribute to the 'Individual Plan'.
- The referral for assessment for an Education and Healthcare Plan can be made by the parents.
- Parents of children with additional needs can use the Access Unlimited website to inform them of available support across the county. [www.access-unlimited.co.uk](http://www.access-unlimited.co.uk)
- SENDIASS is a service available to parents of children with additional needs; they can provide you with direct support regarding any concerns you have. They can be contacted on: 01473 265210 (helpline) or 01473 264702 (general enquires) or e-mail: [sendiass@suffolk.gov.uk](mailto:sendiass@suffolk.gov.uk).

### How is my child's progress monitored?

- All teachers make continuous, informal assessments on a daily basis to inform them of your child's understanding and knowledge.
- Every half term all teachers formally level the children in their class. This is then recorded on an electronic tracker program.
- Every term all teachers are involved in progress meetings with senior leaders in school to discuss their class' progress.
- Where necessary some more specific assessment may be carried out.

### How is my child's progress shared with me?

- Through day to day contact at the end of school.
- Conferences held twice a year to discuss progress.
- Termly opportunities to meet with your child's class teacher to discuss progress of the 'Individual Plan' and future targets.
- Open door policy to allow parents to arrange to meet with staff whenever necessary.

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

- Careful differentiation by class teachers to ensure all children can access learning; this may be through a range of multi-sensory approaches.

### What do I do if I am not happy about the provision my child is receiving?

- In the first instance speak to your child's class teacher regarding your concerns.
- If you require further information, for a child with additional needs contact the SENCo, for any other child speak to your child's Phase Leader.
- If you require further support with this matter please contact the Deputy Headteacher or Headteacher.
- If you still need to seek advice you will need to contact the Chair of Governors (Linda Richings) via letter or email to the school office.

### What training and support is available to staff to meet the needs of my child?

- Medical training is routinely undertaken by all staff, including training for children with care plans.
- All staff and governors have up to date training in terms of safeguarding your child.
- Outside specialist agencies carry out training and give advice when requested.