

## Responses to the 14 Questions (June 2016)

|   | Questions                                                                                                                                                                                     | School Response                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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| 1 | <p><b>How does the setting / school / college know if children/young people need extra help and what should I do if I think my child/young person may have special educational needs?</b></p> | <p>Following a detailed induction programme before starting school it is hoped that any concerns relating to developmental needs have been highlighted by the preschool or parents. On entry further assessments for each pupil are undertaken and progress is rigorously monitored from this baseline in the reception class. Class teachers, senior leadership team and the head teacher track all pupils and make observations to monitor the progress of pupils. If a pupil is not making expected progress or having difficulties in a particular area of learning the school might identify the need for intervention work or additional support. Parents who have questions about the needs or progress of their child should make an appointment with the class teacher in the first instance to discuss their concerns. A further appointment can then be made with the SENCO if appropriate.</p>                                                                                                                                                                                                       |
| 2 | <p><b>How will early years setting / school / college staff support my child/young person?</b></p>                                                                                            | <p>We aim to offer all pupils work and experiences appropriate to their ability. If specific additional needs are identified we can offer support within school e.g. further differentiating work, providing additional resources or planning targeted group intervention support from the teacher or teaching assistant. Where possible this will be done within the class, but on occasions a quieter space within the school may be used. This would usually be offered in small groups where children will be given carefully targeted work for a limited period and the effectiveness of the intervention will then be monitored. (Wave 2 level of support)</p> <p>We work closely with parents and, if special educational needs are identified the class teacher and/or SENCo will write an ILP (Individual Learning Plan) and this will be shared with parents. This will outline the pupil's needs, the desired outcomes, what will be put in place and who will be responsible. In some cases specialist advice will be sought. (Wave 3 level of support)</p> <p>ILPs are usually reviewed termly.</p> |
| 3 | <p><b>How will the curriculum be matched to my child's/young person's needs?</b></p>                                                                                                          | <p>We follow the EYFS and national curriculum for KS1 as the core component of our curriculum and run a two year cycle of curriculum topics to provide more engaging opportunities for learning. Work is differentiated to suit the levels within the class according to their ability or stage of learning. It is important to provide the right level of challenge to enable progress, provide opportunity to embed skills and build confidence. Staff use assessment and observation to assess and adjust their planning accordingly.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 4 | <p><b>How will both you and I know how my child/young person is doing and how will you</b></p>                                                                                                | <p>Parents' evenings are held termly. EYFS parents receive an annual written report in July and all Year 1 and Year 2 parents receive theirs in March, with achievements acknowledged and areas for development identified. The school will be tracking the progress of your child at an individual level and will also be measuring the impact of any specific interventions that have been put in place. At any time during the year teachers are happy to discuss the progress of your child and an appointment can be made with them if that</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

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|                 | <p><b>help me to support my child's/young person's learning?</b></p>                       | <p>is requested. Where appropriate, we sometimes issue a home school book to monitor a concern.</p> <p>At the start of the year we hold an evening curriculum meeting for EYFS parents and an afternoon meeting to introduce the Year 1 curriculum. Year 2 parents have a meeting to discuss assessment and curriculum during the spring term. At the start of each term, a summary of the work the class will be doing is sent to parents. We occasionally host curriculum events to help parents understand what learning is expected and how best they can support them.</p> <p>Whenever possible children will be asked to make contributions to their plans.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <p><b>5</b></p> | <p><b>What support will there be for my child's/young person's overall well-being?</b></p> | <p>At Newdigate we support children with a wide range of special needs from all areas within the SEND code of practice:</p> <ul style="list-style-type: none"> <li>• Communication and interaction</li> <li>• Cognition and learning</li> <li>• Social, emotional and mental health</li> <li>• Physical and sensory</li> </ul> <p>We have a team of experienced teachers and teaching assistants, all trained in first aid, who are committed to supporting all aspects of each child's welfare. Three members of staff are trained paediatric first aiders and two members of staff are trained in the use of the community defibrillator. All staff are trained in use of epipens, jextpens and anapens. This training is updated annually when necessary. We operate a nut free school policy.</p> <p>Where there is a need for the short-term administration of medicines we encourage parents to come in to do this themselves but there is a procedure for administering medicine by office staff in exceptional circumstances if the parents are unable to call in to administer medicine. If there is a long term need for medication the school will make arrangements for this on an individual basis through an Individual Health Care Plan (IHCP)</p> <p>We regularly monitor attendance and will take action to prevent prolonged unauthorised absence.</p> <p>Our curriculum covers social, emotional and spiritual aspects of learning and we place a high value on these aspects as well as academic skills.</p> <p>The school is a Church school and we strive to create an exclusive and distinctive ethos using the Christian values we have chosen as our guide; the holistic development of the 'unique child' is at the core of all we do. We review our behaviour policy annually with the whole staff and we use our 'Behaviour Bee' to share expectations with the children and parents to promote good behaviour.</p> <p>If your child experiences difficulty with behaviour we will work closely with you to put strategies in place to address this. We can draw on the Behaviour Support Service to provide additional advice when necessary. Staff work closely with parents to try for positive outcomes in all aspects of the child's well-being. If additional family support is needed we refer to our Home School Liaison Worker or Emotional Literacy Support Assistant (ELSA). We are also able to refer to Learning Space or CAMHs for specialist advice and support.</p> |
| <p><b>6</b></p> | <p><b>What specialist services</b></p>                                                     | <p>Within school we have Teachers and Teaching assistants trained in a variety of diagnostic tests or support interventions. We also work with a range of specialist outside agencies who provide support to our pupils</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

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|                  | <p><b>and expertise are available at or accessed by the setting / school / college?</b></p>                                                                                                                                 | <p>when appropriate and on whose advice we act upon.<br/> Educational Psychologists<br/> Learning and Language Support teachers<br/> Behavioural Support Teacher<br/> Educational Welfare Officer<br/> Speech and Language Therapists<br/> Occupational therapist<br/> Social Services<br/> Child and Adolescent Mental Health Team (CAMHs)</p> <p>We are also part of the Dorking Partnership of Schools and share expertise on a formal and informal basis. This enables general sharing of good practice and access to a range of additional expertise between us. We have a twice yearly meeting with all the various professionals listed above to discuss general issues and needs for training etc.</p>                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <p><b>7</b></p>  | <p><b>What training are the staff supporting children and young people with SEND had or are having?</b></p>                                                                                                                 | <p>The school regularly invests money in training our staff to improve provision, delivery and develop skills and knowledge. Training is also arranged according to need.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <p><b>8</b></p>  | <p><b>How will my child/young person be included in activities outside the classroom including school trips?</b></p>                                                                                                        | <p>We are an inclusive school and make every effort to include all children in all school activities by making the appropriate reasonable adjustments. We will discuss provision for your child on an individual basis should the need arise.<br/> In the past this has included providing additional adult support, taking photographs during the pre visit to help talk the child through the trip and discussing specific needs with staff at the location to be visited.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <p><b>9</b></p>  | <p><b>How accessible is the setting / school / college environment?</b></p>                                                                                                                                                 | <p>Although the school has wheel chair access to all areas, there are short flights of stairs in various parts of the building which means not all rooms are accessible without going round the outside of the building. Two different types of ramps are available to use when necessary. The school has a disabled access toilet.<br/> Where alterations are made to the building these are done with accessibility in mind so lips on the floor at the bottom of the door frames to outside doors have been replaced by smaller humps and colours are chosen to provide contrast. All steps have handrails.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <p><b>10</b></p> | <p><b>How will the setting /school / college prepare and support my child/young person to join the setting /school / college, transfer to a new setting / school / college or the next stage of education and life?</b></p> | <p>We have a preschool on site and both the children and staff have good contact with the school. We run an induction afternoon with a welcome meeting for parents of children due to start school. All of these parents are provided with a detailed welcome pack including a 'Welcome to Newdigate' transition story. Any parent who is concerned about their child starting school has the opportunity to mention their concerns in the informal time after the welcome meeting or by making an appointment to speak to a member of staff. We also offer two other sessions for the children to come and listen to a story. In addition we offer home visits on request. Where possible we may visit other pre-schools from which the children are coming or make a phone call to discuss the pupil. In some cases the pre-school staff will arrange a specific handover meeting with the class teacher.<br/> For children transferring to their next school, we arrange a handover meeting. Our feeder schools offer one or more induction visits and for our neighbouring school the children also have the opportunity to attend a</p> |

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|    |                                                                                                                                                    | <p>school event such as a dress rehearsal of a play or an additional induction event. Where necessary we arrange an additional visit with a support assistant and provide pupils with a photo book of the school they are about to attend.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 11 | <p><b>How are the setting's / school's / college's resources allocated and matched to children's/young people's special educational needs?</b></p> | <p>The budget is closely monitored by the Finance Committee and any special needs funding is accounted for. The school works to provide the appropriate support and resources that every child needs from within the budget.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 12 | <p><b>How is the decision made about what type and how much support my child/young person will receive?</b></p>                                    | <p>Currently the school follows the Surrey Guidance that outlines which features and characteristics would trigger support for a child. Short term interventions to help children develop the necessary skills or boost attainment will be put in place by the school when appropriate.</p> <p>If your child is identified as having special educational needs then the appropriate level and type of support will be discussed with you by both the class teacher and SENCo/Headteacher and an ILP drawn up so the strategies and roles are clearly defined. Referral to outside agencies will be made if appropriate after monitoring interventions and after discussion with parents and school. This will involve completing one or more referral forms and signing a parental permission form.</p>                                                                                                                                                                                                                                                                                     |
| 13 | <p><b>How are parents involved in the setting/school/college? How can I be involved?</b></p>                                                       | <p>We whole-heartedly believe in partnering parents in a two-way dialogue to support a child's learning, needs and aspirations. We operate an open door policy and take every opportunity to strengthen this dialogue. We hold a number of parent meetings throughout the year. We encourage parents to complete a parents' questionnaire annually, which provides the school with honest feedback. The School has an active PTA and all are encouraged to participate in a range of activities and fund raising events which support the school. Parents are also represented on the Governing Body. Parents are encouraged to volunteer to help in school, subject to a satisfactory DBS check.</p>                                                                                                                                                                                                                                                                                                                                                                                       |
| 14 | <p><b>Who can I contact for further information?</b></p>                                                                                           | <p><b>In the first instance parents are encouraged to talk to their child's class teacher. Further information and support may be obtained from the School Office staff using <a href="mailto:info@newdigate.surrey.sch.uk">info@newdigate.surrey.sch.uk</a> or 01306 631353 who can make an appointment for parents to see the SENCo/ Headteacher if necessary.</b></p> <p><b>Parent Partnership</b> are an organisation funded by Surrey County Council to promote partnership between parents of children with special educational needs, schools, the local authority and other partner organisations. Independent of any provision made by the local authority. Surrey Parent Partnership works directly with parents of children with special educational needs, offering advice, information and support to help parents confidently take a full part in the decision - making process about their child's educational needs.</p> <p><i>Helpline open Mon - Fri 9.00am - 5.00pm in term time and 9.00am - 12.00pm in the school holidays. Formerly Partnership with Parents.</i></p> |

**Local area offices:**

**South East: Mole Valley, Reigate & Banstead, Tandridge - 01737 737990/1**

**North East: Epsom & Ewell, Elmbridge, Spelthorne - 01737 737940 South West: Guildford, Waverley - 01483 517890**

**North West: Runnymede, Woking, Surrey Heath - 01483 518110**

<https://www.surreyinformationpoint.org.uk/Services/2822/Surrey-Parent-Partne>

**Surrey SEND information, advice and support service** offer confidential, impartial and independent information, advice and support for young people 0-25 at :

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

Information about **Surrey SEND support service** are accessed through their website:

<https://www.surreysendlo.co.uk/kb5/surrey/localoffer/home.page>

Any parent that is not happy with the support provided by the school may choose to make a complaint following the school complaint procedure.