

**SEN and Disability**

**Local Offer: Primary Settings**

Mainstream, Short Stay Schools, Special Schools and Academies

Name of School: The Cathedral Catholic Primary School

School Number: 01010

**Guidance for Completion**

This template is designed to help you write or update your Local Offer. The template aims to give you suggested headings to collate and organise your information. The final published Local Offer needs to include this information but can be presented and published in your desired format.

Please read the accompanying Guidance notes.

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| **Accessibility and Inclusion** |
| * The school building is fully accessible at the front entrance. * Access via the playground entrance at the rear is up a small set of stairs. * The whole building is not wheelchair accessible due to a set of stairs which lead to 3 of the classrooms. * The office, school hall, 2 classrooms and accessible toilet are accessible by wheelchair. * There are no accessible parking spaces. * Some classrooms have carpet and window blinds to improve the acoustics and visual environment. The dining hall/sports hall has poor acoustics. * All areas of school are well lit. * All furniture is at standard school height. Some alternative seating is provide for pupils who require it. * The school does not have any ancillary aids or assistive technology on site. * School policies and correspondences’ are available in alternative formats upon request. * We use visual aids on signs and labels in classrooms and around school where appropriate. |

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| **Teaching and Learning** |
| * Pupils are identified as having SEND if they have a diagnosis of a specific SEN or disability. Identification may also occur through careful assessment, tracking and monitoring of attainment and progress. * If necessary Specialist SEND teachers or Educational Psychologists are asked to complete assessments. * Additional classroom support is provided by teaching assistants who work in small groups or on a 1:1 basis. * Pupils on the SEND register, and pupils who require a more personalised curriculum have pupil passports and provision maps detailing their specific requirements and outlining any necessary changes to the curriculum. * A range of resources are used to facilitate access to the curriculum, such as advised strategies from external agencies (e.g. EP’s), technology (e.g. iPads) ASD Communication Packs, extra adult support. * SEND training is delivered once a term to staff. * Where more specific and ongoing SEND training and support is required external agencies are used for staff training. (e.g. local authority specialist teachers and advisors, Educational Psychologists, staff from local special schools) * Access arrangements to SAT’s in year 2 and year 6 are identified and arranged on an individual basis and follow the DfE access arrangement guidance. * Individual Provision Maps are created for all pupils on the SEND register and for any pupils who require fundamental changes to curriculum or who are having additional or different intervention to other pupils. * Group interventions are centrally organised by the SENCo and are planned on a whole school provision map. This is a working document and is subject to change. |

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| **Reviewing and Evaluating Outcomes** |
| * All EHCP’s are reviewed annually. * These are carried out in line with statutory guidelines. * Progress of pupils with SEND is monitored in line with school policy. * Termly Pupil Progress Meetings are held with teachers and the senior leadership team. * Internal tracking systems are used to highlight progress of individuals and identified groups. * The school is required to measure progress for all students using nationally agreed standards and criteria. * The effectiveness of our provision is measured in the progress that individuals and groups of students make over time. |

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| **Keeping Children Safe** |
| * Where a risk assessment is required a meeting will be held with all relevant parties before a pupil starts school. * Risk assessments will be carried out by the SENCo or the Headteacher. * Handover in the morning is done in the classroom. The rear entrance to school is open 15 minutes before the start of the day and parents are invited to come in to class and drop of their children. * Handover at the end of the day is done at the rear entrance in the school playground. * If necessary and appropriate alternative handover arrangements can be made. * There are no official school parking place for pick-up and drop-off. * Lunch time supervision is provided by school TA’s. * Lunch and break time supervision arrangements can be altered when necessary on an individual basis. * All school trips are processed through the “Evolve” system. Risk assessments are checked by the EVC. The EVC regularly updates staff regarding procedures for school trips. * Students with SEND take part in PE lessons. A TA is available to assist if necessary. * School has a clear, inclusive and comprehensive safeguarding policy. * The school anti-bullying policy is available on the school website. * Hard copies of policies are available by request from the school office. |

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| **Health (including Emotional Health and Wellbeing)** |
| * If a pupil has an ongoing health issues a Health Care Plan is jointly prepared and agreed with parents/carers, medical professionals if required, the Inclusion Manager and any member of staff of will be working closely with the child. * HCP’s are shared with staff where appropriate and necessary. * Additional training for staff and/ or first aiders is arranged as required. * The school does not have any health professionals or therapists in residence. * We have a full time nurture worker who is available to provide extra support for children with their emotional health and wellbeing in a number of ways. |

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| **Communication with Parents** |
| * All staff roles and contact details are listed on the school website and are available from the school office. * We have an open door policy in school and parents are welcome to come to see staff at the start of the school day or at the end of the school day. * For times during the school day it is advised that parents make an appointment to see staff. * Staff can be contacted directly via their school email address from the school website. * Alternatively, appointments can be made over the phone. * We have one official open day during the school year. * Parents are regularly invited in to be in school and see their children’s work. (e.g. open door in the morning, worship assemblies, art exhibitions, parents information evenings, etc.) * School welcomes feedback from parents at any time and sends out an annual parental questionnaire. * Parents’ evenings are held twice a year. * A progress report is sent home each term. * Parents of pupils with SEND are regularly invited to meet with the SENCo. |

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| **Working Together** |
| * Pupils are given a voice through the school council. The school council is actively involved in school life. * Parents are welcome into school to discuss their child’s education at any time. * Parents are invited to participate in worship times, and special celebration days. * Parent governor positions come up every 2-4 years. * All parents are welcome to join the PTA. * School is happy to offer advice and support for any parents on how to support their Childs education at home. |

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| **What help and support is available for the family?** |
| * The school website contains information, advice and guidance for pupils and parents. * For those unable to access the internet the school office will answer queries and advise who to contact for further help. * The school can provide support for parents to fill in paperwork. If the forms are for SEND the SENCo will provide the support. For other types of paper work the office staff can provide support. * The school, where possible, will provide appropriate support and advice for any family who requires it. * Support for parents of pupils with SEND can also find further advice and support through the Lancashire County Council Local Offer page:   <http://www.lancashire.gov.uk/children-education-families/special-educational-needs-and-disabilities/> |

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| **Transition to Secondary School** |
| * Support for transition to secondary school can be arranged on an individual basis. This can involve extra visits, social stories, buddies, meetings. * Pupils with an EHC will have transition plans and support discussed at their year 5 annual review. |

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| **Extra Curricular Activities** |
| * The school offers both a breakfast club and an after school club. * Any lunch time activities are free of charge. * After school clubs normally run on a Thursday. If the club requires extra resources or is run by an outside agency there can sometimes be a charge. * No pupils are excluded from any club. Special support arrangements can be made if necessary. * Children who are struggling to make friends can be supported in class by the teacher and can also be supported by the nurture worker. We also have a number of support programs in school that can be used to aid social skill development and friendship making such as Lego Therapy and Socially Speaking. |

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| **Feedback** |
| * Feedback can be given via telephone, letter, email or via the school website contact form. * Once we have received your feedback someone will contact you within 48 hours provided it is not a school holiday. * Unless a request for a response in a specific format is received, a response will be given in the same format as the feedback. |