



Special Educational Need and Disability (SEND) Information Report 2017/18

St Richard Reynolds Catholic High School

Policy: SEND Information Report

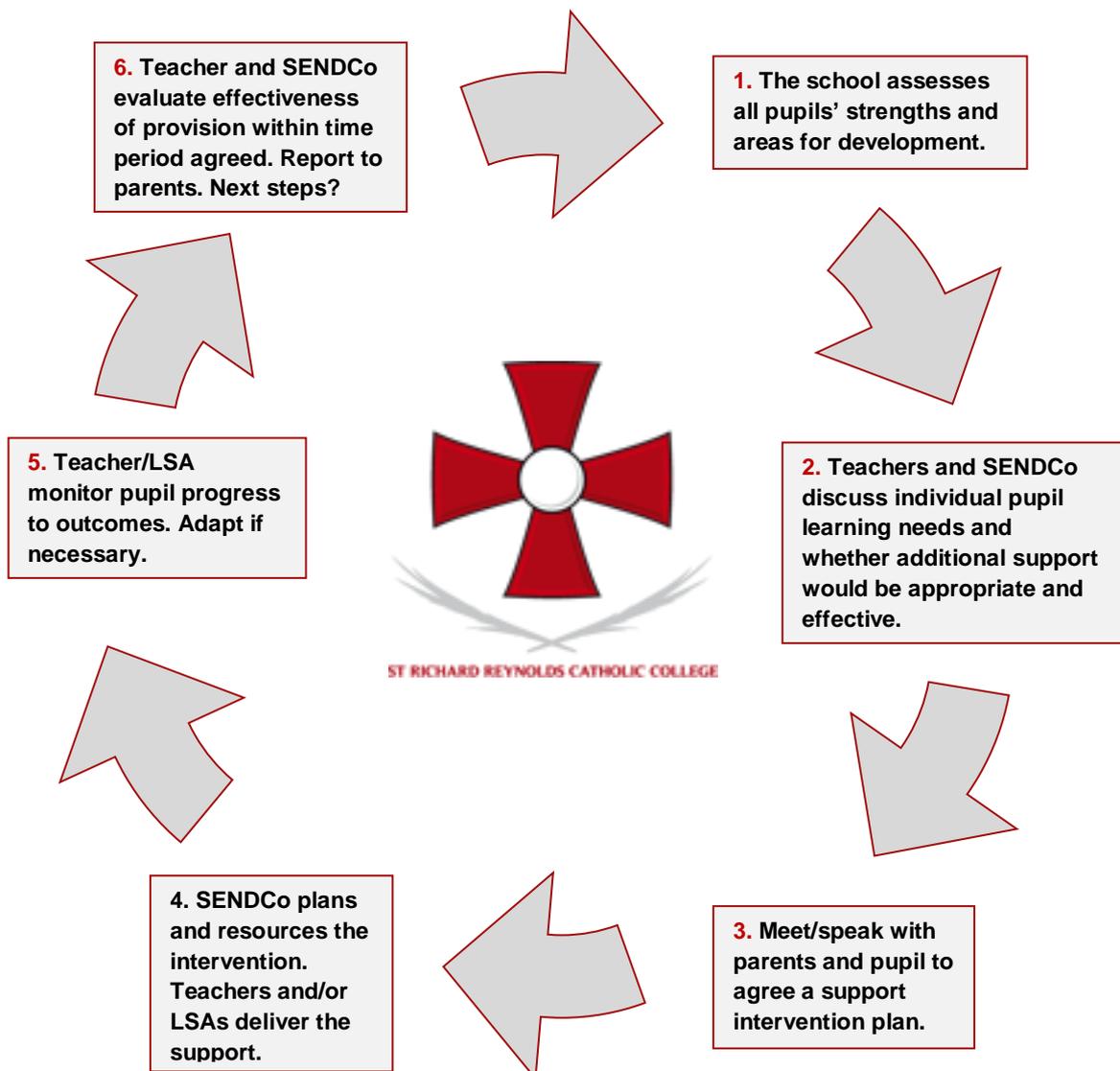
Date of publication: December 2018

Date of review: December 2019

Complies with SEN CoP 2014

6.79 The governing bodies of maintained schools and maintained nursery schools and the proprietors of academy schools must publish information on their websites about the implementation of the governing body's or the proprietor's policy for pupils with SEN. The information published should be updated annually and any changes to the information occurring during the year should be updated as soon as possible. The information required is set out in the Special Educational Needs and Disability Regulations 2014.

A guide to St Richard Reynolds Catholic College SEND Interventions or Provision



Questions and Answers

Click on the question to go to the answer

- 1. Who are the best people to talk to at St Richard Reynolds Catholic College about my child's difficulties with learning, special educational needs or disability?**
- 2. How will the College let me know if they have any concerns about my child's learning, special educational needs or disability?**
- 3. How will the College consider my views and those of my child with regard to her/his difficulties with learning, special educational needs or disabilities?**
- 4. How does St Richard Reynolds ensure the teaching staff is appropriately trained to support my child's special educational needs and/or disability?**
- 5. How will the curriculum and the College environment be matched to my child's needs?**
- 6. What types of support may be suitable and available for my child?**
- 7. How will you support my child to reach his/her learning goals?**
- 8. What is an EHC Plan and who can request one for one for my child?**
- 9. How will you help me to support my child's learning?**
- 10. How is support allocated to children and how do they move between the different levels of support in the College?**
- 11. How will the College know that the support has made a difference to my child's learning and how can I and my child be included in this review process?**
- 12. What support will there be for my child's happiness and wellbeing at St Richard Reynolds?**
- 13. How is my child included in all the same activities as his/her peers at the College?**
- 14. How will the College support my child in transition stages?**
- 15. Who can I contact if I have a complaint about the SEN provision made for my child?**
- 16. If I have any other questions about my child at the College, who can I ask?**
- 17. SEND Information Report 2017-18**

The St Richard Reynolds Catholic College SEND policy can be found at the end of this document and in the Whole Policies section of our website

To see the Local SEND Offer for Richmond and Kingston see [HERE](#)

1. Who are the best people to talk to at St Richard Reynolds Catholic College about my child's difficulties with learning, special educational needs or disability?

- Talk to your child's form or class teacher about any initial concerns.
- Mrs Kirsten Roy, the School Learning Support Leader can be contacted on k.roy@srrcc.org.uk . She is responsible for ensuring that pupils with special educational needs get the support they need.

2. How will the College let me know if they have any concerns about my child's learning, special educational needs or disability?

- Your child's form or class teacher may initially speak to you about any difficulties your child may have with learning. This may be through a phone call or at a parent/teacher consultation meeting.
- The Learning Support Leader or SENDCo may contact you and arrange a meeting to discuss your child's difficulties with learning and any possible support strategies the school might be considering.

3. How will the College consider my views and those of my child with regard to her/his difficulties with learning, special educational needs or disabilities?

- At St Richard Reynolds Catholic College we believe it is very important for parents/carers to be involved in all areas of their child's learning and we actively encourage discussions. We believe, where appropriate, that it is essential to understand your child's views on any difficulties they may experience with their learning.
- You are welcome to raise a concern at any time either by phone or by email.
- You will be able to share your views and discuss your child's progress at regular meetings with the form teacher and others.
- If your child has an identified special educational need you will be invited to a termly meeting to discuss current progress, support strategies being used and expected outcomes. Your child's view will be sought prior to this meeting.
- If your child has an *Education, Health and Care plan* (EHCP) you and your child will be able to share your views at the Annual Review.

4. How does St Richard Reynolds ensure the teaching staff is appropriately trained to support my child's special educational needs and/or disability?

- At St Richard Reynolds most learning needs will first be met through the high quality teaching delivered by your child's class teacher.
- We regularly review the school training schedule and professional development for all teaching and support staff to ensure there is the appropriate expertise to support children with special educational needs.
- The school is able to access training programmes from different organisations including the Richmond upon Thames Children's Workforce Development Team's 'Achievement for Children Continuous Personal Development Courses.
- We also seek advice and training from our Educational Psychologist or from the Education Inclusion Service.
- Individual training can also be arranged when necessary.

5. How will the curriculum and the College environment be matched to my child's needs?

- We carefully plan our curriculum to match the age, ability and needs of all children.
- Where appropriate, the subject teacher will adapt lesson planning and teaching to match your child's special educational needs and/or disability.
- It may be appropriate to adopt different strategies or resources and adapt outcomes to meet your child's learning needs.
- Additional specialist advice is sought when appropriate and, when necessary, accessibility aids and technology may be used to support your child's learning such as adapted chairs or desks. Changes may be made to the College building following advice from the services for the visually impaired or the hearing impaired.
- As the College grows, our building plans will ensure that all children have the fullest possible access to the curriculum and the school site.
- We have wheelchair access to some parts of the College building and we have a toilet adapted for people with disabilities.

6. What types of support may be suitable and available for my child?

St Richard Reynolds is a mainstream school which is committed to helping all pupils to reach their potential. Children are identified as having SEND when they have a significantly greater difficulty in learning than the majority of children the same age or have a disability which prevents or hinders them from making use of educational facilities of a kind generally provided for children of the same age in schools within the area of the Local Authority (SEND Regulations 2014).

We support pupils with a variety of SEND including each of the four main areas of need identified in the Code of Practice: **Communication and interaction; Cognition and Learning; Social, emotional and mental health** and **Sensory and/or physical needs**

At St Richard Reynolds we have a 3-tiered approach to supporting a child's learning.

Universal – this is the quality first teaching your child will receive from her/his class teacher. This can include differentiated work in class or at home. Most learning needs will be met in this way.

Targeted - it may be appropriate to consider making additional short-term special educational provision to remove or reduce any obstacles to your child's learning. This takes the form of a graduated four part approach of a) **assessing** your child's needs, b) **planning** the most effective and appropriate intervention, c) **providing** this intervention and d) **reviewing** the impact on your child's progress towards individual learning outcomes. Specific targeted one to one or small group interventions may be run outside the classroom. Examples might include social skills groups, literacy support groups and maths support groups. You will be kept informed of your child's progress towards learning outcomes.

Specialist – it may be necessary to seek specialist advice and regular long-term support from a specialist professional outside the school in order to plan for the best possible learning outcomes for your child.

Specialist services to which we have access include the educational psychology service, speech and language therapy, occupational therapy, sensory advisory teachers, primary mental health services, Child and adolescent mental health services and the child development service. The school may need to prioritise referrals to these services.

7. How will you support my child to reach his/her learning outcomes?

- The class teacher and other staff working with your child ensure that your child receives appropriate teaching and support in order to reach these goals. The learning plan, strategies and progress will be reviewed termly.
- External agencies and specialists may also review your child's progress and offer strategies to put into place in school.

8. What is an EHC Plan and who can request one for one for my child?

The purpose of an EHC Plan is to make special education provision to meet the special educational needs of a child or young person, to secure improved outcomes for him/her across education, health and social care and, as he/her gets older, prepare for adulthood. An EHC Plan will contain;

- the views and aspirations of you and your child,
- a full description of his/her special educational needs and any health and social care needs,
- establish outcomes for your child's progress,
- specify the provision required and how education, health and social care will work together to meet your child's needs and support the achievement of the agreed outcomes

You, your child (where appropriate and aged 16 and over) and/or the school, usually the SENDCo or Head teacher, can request that the local authority conduct an assessment of your child's needs. This may lead to an EHC Plan.

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

- We believe parents are the first educators so we take every opportunity to inform you about school life including Induction Evenings, Curriculum evenings, notes in the pupil planner and termly letters home. Reception children have home visits and a programme of induction and curriculum evenings
- All parents will receive regular Grade Collections or reports letting you know how your child is progressing in each subject.
- There may be suggested strategies or activities for you to do at home to support your child's learning, for example, a reading programme to follow
- We may run parent/carer workshops in school to help you understand the strategies used in school. In addition, we may be able to offer you individual training in specific support strategies relevant to your child.
- If your child is receiving SEND support, you will be invited to termly meetings where you may be given resources and ideas for supporting your child's learning at home.
- We will always consult you before involving other professionals. You may have an opportunity to meet with other professionals involved in supporting your child.

10. How is support allocated to children and how do they move between the different levels of support in College?

- St Richard Reynolds receives funding from the Education Funding Agency and/or the local authority. These funds include money to support the learning of children with SEN and/or disabilities.
- The Principal, in consultation with the School Governing Body, decides the budget for SEND provision on the basis of the needs of the children in the school.
- The Head teacher and the SENDCo discuss the effectiveness of the school's current interventions and provisions and prioritise an action plan, which may include additional or alternative interventions, staff training and equipment needs.
- This process is reviewed regularly to ensure the best possible intervention is provided to those children who require additional support to learn.

11. How will the College know that the support has made a difference to my child's learning and how can I and my child be included in this review process?

- In St Richard Reynolds High School, you will receive regular Grade Collections which will help us track each pupil's progress. Primary pupils will receive regular reports.
- We will also review specific intervention programmes to check that the pupil has reached the targets set for them. If your child is receiving extra support, we will invite you to meetings to discuss this.
- The impact of the support given is carefully measured to ensure that the learning outcomes have been achieved and if not, what adaptations are necessary. It may be decided that a further period of support would be beneficial for your child.
- You and your child will be kept informed and encouraged to be actively involved at all stages of this support.

12. What support will there be for my child's happiness and wellbeing at St Richard Reynolds?

- At St Richard Reynolds our Catholic ethos means we believe that the happiness and wellbeing of all our pupils is paramount. All members of staff take this aspect of school life very seriously.
- You can be confident that in particular your child's class teacher, the Learning Support Assistants (LSAs), Learning Support Leader and the SENDCo are available to provide support to match your child's needs.
- The form tutor is the person who knows your child best. Pupils are always encouraged to go to their tutors if they are worried about anything. You should also feel free to contact your child's form teacher if you have any concerns.
- Our pupils are taught to value each other and to behave with courtesy at all times. We explicitly teach respect for all people through our curriculum. All children participate in Personal, Social, Health and Economic (PSHE) teaching.
- Bullying is not tolerated at St Richard Reynolds. Pupils are taught about what to do if they encounter bullying in PSHE teaching.
- We ensure that lunchtimes are a positive experience for all pupils. Staff and pupils eat together as a community and there are structured lunchtime activities for pupils.
- We offer social skills groups for pupils who may have a learning need in this area.
- The Learning Support base is available for pupils who need a quiet space during lunchtime.
- For children with specific social, mental or emotional health difficulties we facilitate access to Family Support, the Educational Psychology Service (EPS), Child and Adolescent Mental Health Service (CAMHS) and other agencies.

13. How is my child included in all the same activities as his/her peers at College?

- St Richard Reynolds is an inclusive school and is committed to providing equal opportunities for all children.
- We will take all reasonable steps to ensure school clubs, educational visits and residential trips are available to all children.
- We will always seek to make reasonable adjustments to ensure that children with SEND and/or disabilities are included in activities. We may discuss how best to achieve this with parents.

14. How will St Richard Reynolds Catholic College support my child in transition stages?

- We liaise closely with the school your child is transferring from. We are able to discuss with the relevant teachers any individual needs and how best to support your child in school.
- While at St Richard Reynolds we take care to ensure that during transition points (between classes each year and at the end of Key Stages) all staff are aware of individual pupils needs, learning progress and best support strategies.
- St Richard Reynolds makes arrangements to ensure there is a smooth transition when your child transfers from her/his primary school or Early Years setting. Please contact us for further details.
- If your child has an EHC Plan, we will participate and/or facilitate its review in sufficient time prior to him/her moving between key phases of education. You will be kept informed of these arrangements and asked to attend the reviews.
- From Year 9 all EHC Plan reviews will have a focus on preparing for adulthood, including employment, independent living and participation in society.
- Annual Reviews in Years 10 and 11 will have particular focus on Post 16 provision and finding the right pathway for your child. This will be in conjunction with support from Borough Specialists including the Way to Work team and the Preparing for Adulthood team.
- Transition into 6th Form will be carefully managed with close liaison between KS4 provider and 6th form team to ensure a smooth transition.

15. Who can I contact if I have a complaint about the SEN provision made for my child?

- Initially speak with your child's teacher, Learning Support Leader and/or the SENDCo. Hopefully they will be able to address your concerns.
- You can then contact the Principal, who may direct you to the school's Complaints Policy and procedure.

16. If I have any other questions about my child at St Richard Reynolds Catholic College, who can I ask?

At St Richard Reynolds we are very happy to speak to you about any aspects of your child's education. You can speak to;

- The form or class teacher
- The Learning Support Leader
- The Pastoral Leader
- The SENDCo
- The Principal

17. SEND Information Report 2017-2018

St Richard Reynolds Catholic College is a Catholic community rooted in the love of Christ in which we help each other to become the person whom God has created us to be. Our challenge is to seek ways to improve the quality of education we offer to every individual pupil who attends our College.

The Graduated approach is at the heart of St Richard Reynolds whole school practice as we assess, plan, implement and review our approach to teaching all children. When a special education need is identified this process becomes more personal and reflects each child's individual gaps in learning, barriers to learning and specific needs.

In 2017 to 2018 our school was comprised of a Year 12 Cohort, 6 Year 11 Classes, 6 year 10 classes, 6 year 9 classes, 6 year 8 classes and 6 year 7 classes and 1 class in the following year groups; Reception, Year 1, Year 2, Year 3, Year 4 and Year 5.

This year we have

- Developed our SEND team to include a Primary Specialist SENDCo
 - Continued to develop a new SEND resource base including a higher level of SEMH support.
 - Engaged with Borough Wide Programme to Maximise the Impact of Teaching Assistants
 - Commenced the use of evidence based literacy and numeracy programmes to further support literacy and numeracy progress and narrow the gap.
 - All Support staff engaged in training from S&L specialist on how 'Best Support Children in the Classroom'.
 - LSAs all trained in support packages of Sound Linkage and Reciprocal Reading and Units of Sound.
 - Initiated a programme of Parent Workshops in conjunction with Educational Psychologist and Mental Health Clinician to support SEMH.
 - LSAs trained in EKLAN support package (Speech & Language)
 - LSA training commenced in ELSA (Emotional Literacy Support Assistant)
 - Learning Support Leader has achieved Masters in Special and Inclusive Education, NASENCo qualification and BPS (British Psychological Society) Certificate in Psychometric testing, assessment and access arrangements and Qualified Teacher Status (QTS).
 - Continued work on buildings to develop safety for visually impaired pupils.
 - Ongoing SEND training on Code of Practice and EHCP Annual Reviews
 - Whole School Inset training from Borough Specialist on supporting vulnerable pupils.
 - Ongoing SEND inset training on Code of Practice and transition to EHCPs.
- Ongoing SEND training for all staff in order to maintain whole school, universal approach to SEND provision.

As the College grows we have identified that the following aspects of the school need to be improved:

- As the numbers of both pupils and staff grow, ensure our existing efficient communication, to all staff, of SEND needs continues in order to maintain our whole school approach
- Ensure excellent provision for SEND in the new Elizabeth Building.
- Continue to develop alternative curriculum provision for Key Stage 4.

Special educational needs and disability (SEND) Policy

St Richard Reynolds Catholic College (including the Primary and High Colleges)

Policy: Special Educational Needs & Disability Policy (SEND)

Date of publication: December 2018

Date of approval by Governing Body: December 2018

Date of next review: Autumn 2019

This policy is written in *line* with the requirements of:

- Part 3 of the Children and Families Act 2014
- SEN Code of Practice 2014
- The Special Educational Needs and Disability Regulations 2014
- The Special Educational Needs (Personal Budgets and Direct Payments) Regulations, Section 49
- The Order setting out transitional arrangements, Section 137
- The Equality Act 2010

This policy should also be read in conjunction with the following policies: Admissions Policy, Behaviour Policy, Assessment Policy, Equalities Policy, Safeguarding Policy, Homework Policy and Complaints Policy.

This policy will be reviewed annually.

Definition of SEN

The Special Educational Needs Code of Practice 2014 states that a child or young person has SEN if they have a learning difficulty or disability which calls for special educational provision to be made for them. A child of compulsory College age or a young person has a learning difficulty if they:

- (a) Have a significantly greater difficulty in learning than the majority of others of the same age; or
- (b) Have a disability which prevents or hinders them from making use of educational facilities of a kind generally provided for others of the same age in mainstream Colleges or mainstream post-16 institutions.

High quality teaching that is differentiated and personalised will meet the individual needs of the majority of children and young people. Some children and young people need educational provision that is additional to or different from this. This is special educational provision under Section 21 of the Children and Families Act 2014. We use our best endeavours to ensure that such provision is made for those who need it.

Special educational provision is underpinned by high quality teaching and is compromised by anything less.

1 The kinds of special educational need for which provision is made at St Richard Reynolds Catholic College.

We recognise that each pupil is made in the image of God and has a unique worth and dignity. Therefore we aim to provide an education which enables each pupil to fulfil their potential within a context of respect and tolerance for the differing needs and gifts of each individual. St Richard Reynolds Catholic College is a mainstream College where Learning Support is embedded. We are committed to a graduated approach to our SEND provision. At the core of that provision is the fact that teachers are responsible for ALL pupils' progress.

'All children and young people are entitled to an education that enables them to make progress so that they:

- *achieve their best*
- *become confident individuals living fulfilling lives, and*
- *make a successful transition into adulthood, whether into employment, further or higher education or training' (CoP 2014)*

At St Richard Reynolds we can make provision for frequently occurring special educational needs without an Education, Health and Care Plan, for instance dyslexia, dyspraxia, dyscalculia, speech and language needs, autism, Asperger's syndrome, learning difficulties and behaviour difficulties. There are other kinds of special educational need which do not occur as frequently and with which the College is less familiar, but we can access training and advice so that these kinds of needs can be met.

The College also currently meets the needs of pupils with an Education, Health and Care plan with the following kinds of special educational need: Specific Learning Difficulties (dyslexia, dyspraxia, dyscalculia), ADHD, Asperger's Syndrome, general, mild & moderate learning difficulties, SEMH and anxiety.

Decisions on the admission of pupils with an educational need / Education, Health and Care plan are co-ordinated by the Local Authority.

The admission arrangements for pupils without an Education, Health and Care Plan do not discriminate against or disadvantage disabled children or those with special educational needs and will follow the usual College admissions procedures.

2 Information about the policy for identification and assessment of pupils with SEND

At St Richard Reynolds class/subject teachers monitor the progress of all pupils regularly to review their progress. We also use a range of assessments with all the pupils at various points including continuous assessment that makes up the Early Years Profile and Phonics screening in Year 1.

In Year 7 each department conducts a baseline assessment which together with prior attainment allows us to identify pupils who may require SEND support. This includes a reading age test.

The principle of early identification and intervention underpins our approach to identifying those pupils who need extra help. This is often put in place, even if special educational need has not been identified. This extra support will enable the pupil to catch up. Examples of extra support are listed here:

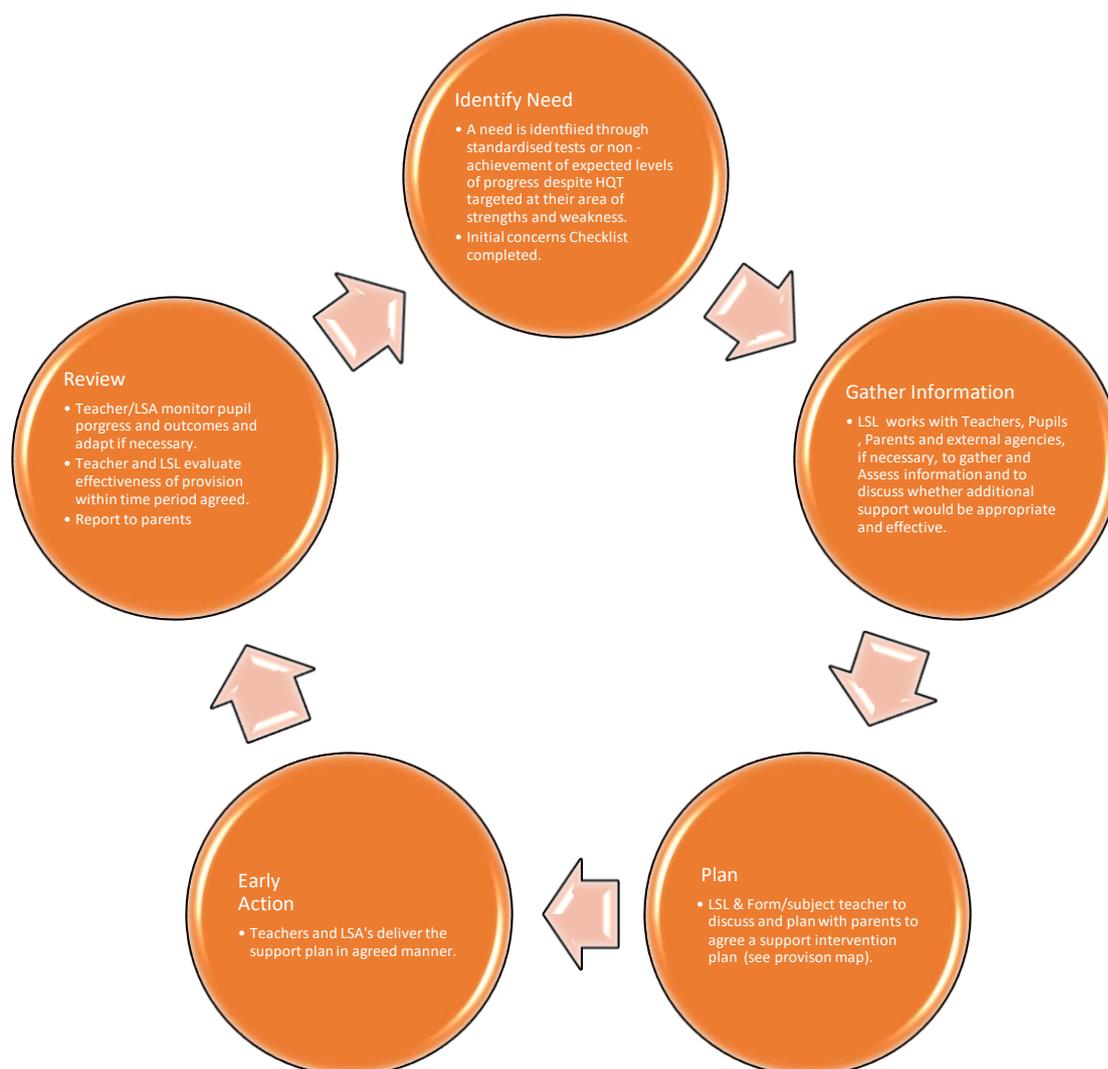
1:1 Teacher Support	1:1 LSA Support
LSA Support in Class	Units of Sound Phonics Programme
Literacy Withdrawal	Small Group Literacy
Numeracy Programme	Small Group Numeracy
Key Words Group	Homework support (specific to needs)
Maths Whizz Intervention Programme	Anger Management
Lexia intervention Literacy programme	Lunchtime social activities
Whole School Spelling Support Programme	Early Morning Support Club
SRRCC Typing Programme	

Despite high quality targeted teaching some pupils may continue to make insufficient progress. For these pupils, and in consultation with parents, strengths and weaknesses are identified and used to identify an appropriate individualised intervention programme. In many cases these underlying needs often explain inadequate progress or challenging behaviour. At times it may be necessary to consult with outside agencies to receive more specialised expertise.

The purpose of this more detailed assessment and review is to understand what additional resources and different approaches are required to enable the pupil to make better progress. These will be shared with parents, put into a support plan and reviewed regularly, and refined / revised if necessary. At this point because the pupil requires additional and extra provision we will have identified that the pupil as having a special educational need.

If the pupil makes good progress using this additional and different intervention (but would not be able to maintain this good progress without it) we will continue to identify the pupil as having a special educational need. If the pupil is able to maintain good progress without the additional and different resources he or she will not be identified with special educational needs.

We will ensure that all teachers and support staff who work with the pupil are aware of the support to be provided and the teaching approaches to be used.



The College offers additional support to families through liaison with the educational psychology service, the special education advisory teachers, CAMHS, the peripatetic teams for pupils with visual impairment, hearing impairment and specific learning difficulties and the primary and secondary behaviour support teams.

3a How we evaluate the effectiveness of the provision made for pupils with special education needs with or without an Education, Health and Care Plan

Regular monitoring and review will focus on the extent to which planned outcomes have been achieved. The views of the pupil, parents and class/subject teachers will be taken into account. The assessment information from teachers will show whether adequate progress is being made.

The SEN Code of Practice (2014) describes adequate progress as:

- Is similar to that of children of the same age who had the same starting point
- Matches or improves on the pupil's previous rate of progress
- Which allows the attainment gap to close between the pupil and children of the same age

For pupils with an Education, Health and Care Plan there will be an annual review of the provision made for the child, which will enable an evaluation of the effectiveness of the special provision. The collation of all annual review evaluations of effectiveness will be reported to the Governor for pupils with SEND. The named governor for SEND is Andrew Cole.

3b The College's arrangements for assessing and reviewing the progress of pupils with special educational needs

Every pupil in the College has their progress tracked regularly. In addition to this, pupils with special educational needs will have more frequent and detailed assessments to inform targets and to measure small steps of progress.

If these assessments do not show adequate progress is being made the support plan and planned outcomes will be reviewed and adjusted.

3c The College's approach to teaching pupils with special educational needs

'Special educational provision is underpinned by high quality teaching and is compromised by anything less' (SEN CoP, 2014)

High quality teaching, differentiated for individual pupils, is the first step in responding to pupils who have or may have SEND. Additional intervention and support cannot compensate for a lack of good quality teaching. Colleges should regularly and carefully review the quality of teaching for all pupils, including those at risk of underachievement. This includes reviewing, and where necessary improving, teachers' understanding of strategies to identify and support vulnerable pupils and their knowledge of the SEND most frequently encountered. (CoP 6.34)

We work to ensure that our approach to teaching and learning is of high quality and personalised to meet the individual needs of the majority of children/young people. Some children/young people need educational provision that is additional to or different from this. This is special educational provision.

In meeting the requirements of The National Curriculum Framework/Statutory Framework for the Early Years Foundation Stage, the College employs some additional teaching approaches, as advised by internal and external assessments e.g. one to one tutoring / precision teaching / mentoring, small group teaching, use of ICT software learning packages. These are often delivered by additional staff under the close direction of teachers employed through the funding provided to the College. This is known as 'notional SEND funding'. The class/subject teacher will remain responsible for the pupil's progress.

We have a duty to make arrangements to support pupils with medical conditions. Individual healthcare plans will normally specify the type and level of support required to meet the medical needs of such pupils. Where children and young people also have special educational needs, their provision will be planned and delivered in a co-ordinated way with the healthcare plan. We will have regard to the statutory guidance supporting pupils at College with medical conditions.

The Following Table lists the pastoral, medical and social care support available in the College.

<p>Social Skills programmes/support including strategies to enhance self-esteem:</p> <ul style="list-style-type: none"> • Learning mentor support, focusing on social and emotional development, delivered 1:1, paired or in a group as appropriate, either in or out of class. • Tailored intervention programmes delivered by the College's allocated educational psychologist to children and their parents/carers as appropriate. • Intervention from the Child and Adolescent mental Health Service (CAMHS), for children and their parents/carers on referral, delivered at CAMHS or in College as appropriate.
<p>Access to a supportive environment – IT facilities/equipment/resources (inc. preparation):</p> <ul style="list-style-type: none"> • Extensive and consistent use of visual support both in and out of the class to support understanding and facilitate access to the College environment and learning. • Pre-teaching of new concepts and vocabulary to enhance learning. • Use of interactive white boards. • Regular access to computers and iPads. • Provision of individually tailored visual support packages for specific children including individual timetables and behavioural cue cards.
<p>Strategies/programmes to support Speech & Language</p> <ul style="list-style-type: none"> • Assessment by and intervention from a Speech & Language therapist, on referral. • Delivery of individual SALT programmes. • Support for children with EAL status – either 1:1 or in groups/in or out of class from a dedicated specifically trained Learning Support Assistant (LSA) • Support as required in class from teachers and LSAs. • Development of S&L Clinic for Advice and support for Non-Statutory Cases

<p>Mentoring activities:</p> <ul style="list-style-type: none"> • Interventions delivered in class 1:1 or in a group, to develop positive attitudes to learning, and out of class to address social and emotional issues which affect learning process. • Use of talk partners during whole class and group learning sessions. • Development of Link Support Workers for all SEND pupils to support progress through regular meetings, target setting and feedback.
<p>Access to Strategies/programmes to support occupational therapy/physiotherapy needs:</p> <ul style="list-style-type: none"> • Assessment by and intervention from an occupational therapist (OT) on referral. • Implementation of individual OT/physiotherapy support and intervention programmes by allocated College staff, trained as appropriate, for those children in receipt of these services. • Provision of support resources where advised. • Development of working relationship with external OT providers Sensory Smart.
<p>Strategies to reduce anxiety/promote emotional wellbeing (including communication with parents)</p> <ul style="list-style-type: none"> • Meeting and greeting of parents/carers at the start and end of each day by all staff (primary). • Advice and input are obtained from the Educational Psychologist on an ad hoc basis. • Liaison between pastoral team and College nurse when concerns regarding individual families/children are shared. • Collaboration and communication with all external professionals involved with children, as appropriate eg hospital consultants, GPs and CAMHS practitioners and EWS. • All staff trained in child protection at regular intervals. • Initiation of a programme of parent workshops in conjunction with Educational Psychologist and Mental Health Clinician to support SEMH
<p>Strategies to support/develop literacy including reading:</p> <ul style="list-style-type: none"> • Small group reading support in class through guided reading, and individual reading support in early morning support and homework club. • Lexia Literacy Programme (an Evidence based literacy support programme developed in conjunction with the Education Endowment Foundation). • Units of Sound Programme (a structured, cumulative literacy intervention programme which has been developed and extensively revised by Dyslexia Action). • Additional small group literacy support in class from class teachers and LSAs • Additional individual and small group literacy support, delivered weekly by a specifically trained Learning Support Assistant.

- Targeted literacy support strategies implemented by learning support assistant as appropriate.
- Sound Linkage Programme (Training delivered by Specialist Teacher for Dyslexia)
- Use of Standardised assessments to monitor needs: York Assessment for Reading (Poor decoding, lack of fluency leading to poor comprehension) Wechsler Individual Achievement Test (WIAT II), Rapid Automatised Naming (RAN/RAS (processing speed)) and Test of Memory and Learning (TOMAL 2).

Strategies to support/modify behaviour:

- Consistent College wide implementation of the College's behaviour policy.
- Small group & 1:1 support from allocated LSA in Anger Management.
- Personalised support from Pastoral Leaders.
- Use of Educational Psychologist to identify underlying learning needs.
- Access to advice and training from the Borough Learning Support Team.

Strategies to support/develop numeracy:

- Targeted small group support in class.
- Withdrawal of small groups or individual children for additional numeracy support.
- Use of multisensory support resources e.g. Cuisenaire rods.
- Implementation by LSAs of a SEND numeracy intervention programme.

Provision to facilitate/support access to the curriculum:

- Small group support in class from class teacher/LSA.
- 1:1 support from an allocated LSA for children with EHCPs
- Facilitating access to learning through the appropriate differentiating of tasks and activities.
- Provision of specialist equipment or modified resources where specified in a Education Health Care Plan.
- Extensive use of visual support.
- Implementation of specifically tailored support strategies and programmes eg devised by the educational psychologist, occupational therapist or physiotherapist.

Support/supervision at unstructured times of the day:

- Teacher and LSA support in the Lunch Hall.
- Adult and Year 7 and 8 College play leaders supporting activities during lunch breaks (primary)
- Buddy system for children new to the College.
- Development of Syon as Safe and Welcoming place for unstructured times.
- Development of LRC for homework and reading. Increased staffing levels before school, lunch, break and after school.
- Lunchtime supervision where specified e.g. in EHCPs

Planning and Assessment

- Class provision Maps.
- Individual Learning support plans.
- Differentiated learning activities.
- Co-ordinated planning between class teachers, LSAs and allocated LSAs for children with EHCPs.
- Pupil Passports created by Learning support team with the pupil for those children who require additional specific strategies to support their learning in class.
- Referrals for assessment to external agencies as required.
- Incorporation into planning of any advice or guidance provided by external professionals supporting individual children.
- Underlying ability assessments and assessments undertaken by Learning Support Leader as required.

Liaison/communication with professionals/parents, attendance at meetings and preparation of reports:

- Early identification of needs requiring referral to external professionals.
- EHAF (Early Help assessment) meetings convened where a child's/family's needs are assessed as significant.
- Regular communication and information sharing with an extensive range of external agencies.
- Early identification referrals to external agencies/social care as required
- Regular progress meetings with parents/carers for which reports are prepared.
- Sharing of professional reports with parents
- Implementation by College staff of recommendations made and strategies devised by external professionals to support children and/or their families.

Access to medical Interventions:

- Weekly drop-in session offered by College nurse.
- Initial meeting with College nurse and parents of children with medical issues to establish child's needs in College and, where appropriate, draw up care plans.
- Staff training in the administration of support and/or medication for conditions including epilepsy, diabetes and epipen use.
- Liaison with medical professionals e.g. GPs, Hospital consultants and mental health practitioners, providing ongoing treatment to children in the College.
- Posters with photographs of child and detailing the child's condition and, where relevant, required medication displayed in staffroom and the College kitchen.
- Individual protocols for children with significant medical needs.
- Implementation of risk assessments.
- Many support staff trained in First Aid.

The College has a consistent approach to managing behaviour. Behaviour for learning is taught explicitly to pupils as part of induction and visual reminders are displayed in classrooms. The College has a rewards policy documented in the Behaviour Policy which rewards pupils for positive behaviour. Rewards include praise, merits, special privileges

and positive phone calls or letters home. Where behaviour does not meet our expectations we use a stepped approach including warnings, detentions and report cards. We also promote good behaviour by using appropriate teaching methods, differentiating for pupils' needs and providing positive lunchtime activities. We seek to avoid exclusions by early identification and support of pupils' needs, liaison with external agencies, working in partnership with other Colleges through the College Behaviour and Attendance Partnership (SBAP) and by good communication with parents.

We recognise that pupils with SEND may experience additional barriers to achieving good attendance. We seek to maximise attendance by consistently promoting the importance of excellent attendance, by acting promptly to resolve any issues of concern to pupils or family, by liaising with the EWS and other external agencies such as CAMHS.

3d How The College adapts the curriculum and learning environment for pupils with special educational needs

At St Richard Reynolds we follow the advice in the National Curriculum Framework on how to adapt the curriculum and the learning environment for pupils with special educational needs. We also incorporate the advice provided as a result of assessments, both internal and external, and the strategies described in Education, Health and Care Plans.

'All pupils should have access to a broad and balanced curriculum. The National Curriculum Inclusion Statement states that teachers should set high expectations for every pupil, whatever their prior attainment. Teachers should use appropriate assessment to set targets which are deliberately ambitious. Potential areas of difficulty should be identified and addressed at the outset. Lessons should be planned to address potential areas of difficulty and to remove barriers to pupil achievement. In many cases, such planning will mean that pupils with SEN and disabilities will be able to study the full national curriculum.'
(Code of Practice 6.11)

As part of our requirement to keep the appropriateness of our curriculum and learning environment under review the College has recently made the following improvements since 2016:

- Development of a SEND resource base.
- Early morning support club to develop independent learning strategies and support SEN needs.
- Improved communication between Parents and Support team through development of SEND support roles.
- Evidence based intervention programmes
- Maintain LSA staffing hours in line with the increase of pupils with SEND.
- Training for staff on first aid, exam access arrangements, EKLAN (Speech and Language), supporting pupils with dyslexia and EHAFs (Early Help Assessment Form).
- Extended lunchtime support for vulnerable pupils.
- Better communication of SEND information within College, including SEND support Plan writer fully integrated with Class Charts (An SEND information and strategy sharing programme to share information easily, accurately and securely with teachers and parents).
- Homework club after College each day.

The College has identified the following aspects of the College that need to be improved:

- Continue to review the effectiveness of differentiation, especially homework
- Ensure appropriate provision for SEND in new college buildings
- Develop alternative curriculum provision for all Key Stages
- Continuing staff training on new Code of Practice and transition to new ECHPs.

3e additional support for learning that is available to pupils with special educational needs

Colleges receive funding for SEND pupils. This funding is used to support and enhance high quality teaching in the College. It helps to ensure there are sufficient resources for pupils requiring special educational provision. The support offered is matched to the needs of individual pupils with SEND and evidence based. The amount of support required for each pupil to make good progress will be different in each case. In very few cases a very high level of resource is required. In this case the College will request 'top up' from the Local Authority where the child or young person lives.

The Principal has the final say in the use of the personal budget within the College.

3f activities that are available for pupils with special educational needs in addition to those available in accordance with the curriculum

All clubs, trips and activities offered to pupils at St Richard Reynolds are available to pupils with special educational needs. For some pupils 'reasonable adjustments' may need to be made. This is always done in partnership with families and carers.

A full range of extracurricular activities is available including sporting activities, debating, music and subject specific clubs. We will use our best endeavours to enable access for pupils with disabilities or medical needs. Parents will be consulted prior to any residential trips in order to maximise accessibility.

The College is open from 8am to 5pm for pupils and appropriate procedures are followed for safeguarding. The opening hours of the Learning Support Department will be posted on the College website.

3g support that is available for improving the emotional and social development of pupils with special educational needs

At St Richard Reynolds we understand that an important feature of the College is to enable all pupils to develop emotional resilience and social skills, both through direct teaching for instance e.g. PSHE, tutor time and assemblies and indirectly with every conversation an adult may have with pupils throughout the day.

For some pupils with the most need for help in this area we also can provide the following e.g. pastoral support and mentoring from the form tutor, support at lunch time when eating, mentoring time with Pastoral Leader, external referral to CAMHs or PMHS, time-out space for pupils to use when upset or agitated, time-out cards for pupils, CALMS group, Praise Reports.

Pupils with emotional and social needs because of their special educational needs will be supported to help them develop and mature appropriately. We are interested in hearing parents/carers and pupils' views and parents can contact the College and SEND department at any time. Pupils can express views through the Pupil Council, Pupil Voice exercises, Pupil View Feedback Forms. At all times we encourage pupils to talk to their form tutors and form tutors make time available to pupils.

Children and young people with SEND are more likely to be the victims of bullying, so it is important to ensure that they report any behaviour that concerns them. They will be provided with safe, supervised places that they can go to during social time. Peer support systems are in place to address bullying behaviour, as well as raising awareness of SEND for everyone in the College community.

4 The name and contact details of the SEND Co-ordinator

The SENDCO at St Richard Reynolds is Mr Richard McPaul. He is available on 020 8325 4630 or r.mcpaul@srrcc.org.uk. Most queries should first be directed to Mrs K Roy (Learning Support Leader) she is available on 020 8325 4630 or k.roy@srrcc.org.uk

5 The expertise and training of staff in relation to children and young people with special educational needs and how specialist expertise will be secured

All teachers and teaching assistants have had awareness training.

The Learning Support Leader, Mrs Kirsten Roy, has achieved the national SENDCO qualification modules and a Masters in Special and Inclusive Education, PGCE and QTS. She is also qualified with the British Psychological Society as a trained assessor for Psychometric testing, assessment and access arrangements. Mrs Katie Mundow has completed a Level 7 British Dyslexia award and is trained in supporting pupils with dyslexia. All LSAs have attended additional training in supporting children with SpLD (Dyslexia) and training in the phonics based intervention 'Sound Linkage' and Reciprocal Reading and Units of Sound. Two LSAs have undergone training in the Eklan speech and Language programme and One LSA is undertaking the ELSA training (Emotional Literacy Support Assistant)

Where a training need is identified beyond this we will find a provider who is able to deliver it. Training providers we can approach are Clarendon College, Educational Psychologist, Speech and language therapist, occupational therapists, physiotherapist, dyslexia specialists, Teaching and Learning Advisors (learning advisory service), Lead Teachers.

6 How equipment and facilities to support children and young people with special educational needs will be secured

Specialist equipment will be considered on an individual basis where appropriate.

7 The arrangements for consulting parents of children with special educational needs about, and involving them in, their education

All parents of pupils at St Richard Reynolds are invited to discuss the progress of their children on Parents Evenings and receive a grade collection three times per year in addition to an annual written report. In addition we are happy to arrange meetings outside these times. As part of our normal teaching arrangements, all pupils will access some additional teaching to help them catch-up if the progress monitoring indicates that this is necessary; this will not imply that the pupil has a special educational need.

If following this normal provision improvements in progress are not seen, the College will contact parents to discuss this and what we will be doing to help us to address needs better. From this point onwards the pupil will be identified as having special educational needs because special educational provision is being made and the parent will be invited to all planning and reviews of this provision. Parents will be actively supported to contribute to assessment, planning and review.

In addition to this, parents of pupils with an Education, Health and Care Plan will be invited to contribute to and attend an annual review, which, wherever possible will also include other agencies involved with the pupil. Information will be made accessible for parents.

8 The arrangements for consulting young people with special educational needs about, and involving them in, their education

When a pupil has been identified as having special educational needs because special educational provision is being made for him or her, the pupil will be consulted about and involved in the arrangements made for them as part of person-centred planning.

EYFS, Key Stage 1 & 2 pupils will be consulted through a conversation with their teaching assistant while older pupils may be asked to fill in a short form.

9 The arrangements made by the governing body relating to the treatment of complaints from parents of pupils with special educational needs concerning the provision made at the College

The same arrangements for the treatment of complaints at St Richard Reynolds are used for complaints about provision made for special educational needs and disabilities. We encourage parents to discuss their concerns with their child's form tutor in the first instance. Parents may also contact the Pastoral Leader, the Learning Support Leader, SENDCO or Principal to resolve the issue before making the complaint formal to the Chair of the Governing Body. (please refer to the Complaints Policy on the College website).

10 How the Governing Body involves other agencies, including health and social services, local authority support services and voluntary organisations, in meeting the needs of pupils with special educational needs and in supporting the families of such pupils

The Governing Body has engaged with the following:

- A Service Level Agreement with Educational Psychology service for 33 hours per year.
- Link to the Disabled Children's Service for support to families for some pupils with high needs.
- Links to the Adopted Children Support charity to help families with needs arising from Adoption.
- Access to local authority SLA with Speech and Language Therapy Services / Occupational Therapy Services / Physiotherapy Services for pupil with requirement for direct therapy or advice.
- Ability to make ad hoc requests for advice from the Education Inclusion Service, etc
- Membership of professional networks for SENDCO e.g. NASEN, SENDCO forum, etc.
- College Nurse.

11 The contact details of support services for the parents of pupils with special educational needs, including those for arrangements made in accordance with clause 32 (Parent Partnership Services)

EnhanceAble, a local voluntary sector organisation, delivers the Parent Partnership Service and provides free, impartial, confidential, advice, support and options around educational issues for parent/carers who have children and young people with special educational needs or disabilities (0-25 years).

The Parent Partnership Service aims to ensure that parents and carers are empowered and can play an informed role in planning provision to meet their child's special educational needs. The Parent Partnership Service aims to build partnerships between parents and carers, the Local authority and Colleges. The service also encourages parents and carers to be involved in the development of local SEND policy and practice.

They can be contacted on:

HELPLINE: 020 8547 6200

Website: www.enhanceable.org

Additional support can also be found at SEND Family Voices and KIDS (Richmond and Kinston SEND information and advice service)

www.sendfamilyvoice.org.uk

www.kids.org.uk

12 The College's arrangements for supporting pupils with special educational needs in transferring between phases of education or in preparing for adulthood and independent living

At St Richard Reynolds we work closely with the educational settings used by the pupils before they transfer to us in order to seek the information that will make sure the transfer is as seamless as possible.

On entry to Reception, the class teacher conducts child and parent visits in June/July and Home visits in September. The class has a staggered start (six children at a time starting with the eldest in the class) and a part time start at the College until October.

At transfer into Year 7 transition arrangements include an Induction Day for new Year 6 pupils, conversations with Year 6 teachers, attendance at the Borough SENDCo transition meeting, visits to pupils in primary College setting, family interviews prior to September start and personalised transition arrangements as needed e.g. additional induction visits.

We would also contribute information to a pupils' onward destination by providing information to the next setting.

13 Information on where the local authority's local offer is published.

The local authority's local offer is published on <https://www.afclocaloffer.org.uk> and parents without internet access should make an appointment with the Learning Support Leader for support to gain the information they require.

We will publish information on our website about the implementation of the Governing Body policy for pupils with SEND. The information published **will** be updated annually and any changes to the information occurring during the year will be updated as soon as possible. The information will meet the requirements in the Special Educational Needs and Disability Regulations 2014