

## **Sandy Hill Academy**

### **SEND Information Report and Local Offer** **(September 2023 – July 2024)**



Sandy Hill Academy is a vibrant and exciting primary school which aims to develop each individual by providing opportunities for both educational and personal development. Our school motto is 'Aspiring to achieve, determined to succeed.' The children, staff and parents are extremely proud of our school, and all children are valued, respected and welcomed into our school whatever their needs. We are committed to narrowing the gap between SEND and non-SEND pupils. We do this through a variety of different provisions which may include short-term specific interventions, 1:1 sessions, home-school interventions, other learning interventions developed on an individual needs basis as well as accessing support from external agencies where appropriate. Every child at Sandy Hill Academy has the opportunity to follow all subjects in the Primary National Curriculum and access all areas of learning in the Early Years Foundation Stage, the planning and delivery of which is differentiated by our talented team of teachers and their assistants. We will support children's learning to ensure they are fully included in all school activities, making full use of externally provided facilities where appropriate.

Link to [Aspire Special Educational Needs Policy](#)




Link to [Aspire Equality and Objectives Policy](#)

Also refer to our school's [Accessibility Plan](#) (or see school website)




**Name and contact details of the Special Educational Needs and Disabilities Coordinator: Mrs Camilla Carter**  
**Contact details: [camilla.carter@sandyhill.org.uk](mailto:camilla.carter@sandyhill.org.uk) / 01726 75858**

## The levels of support and provision offered by Sandy Hill Academy




### 1. **Pupil Voice - Listening to and responding to children and young people** (i.e. arrangements for consulting pupils with SEND and involving them in their education).

<p>Whole school approaches The universal offer to all children and YP.</p> 	<p>Additional, targeted support and provision</p> 	<p>Specialist, individualised support and provision</p> 
<p>The views and opinions of all pupils are valued.</p> <p>Pupils' voice is heard through: School Council Pupil Conferencing "I wish my teacher knew..."</p> <p>Children's achievements both in and out of school are celebrated and shared through assemblies, displays and social media.</p> <p>Safeguarding and SEND concerns are discussed sensitively and appropriately at the earliest opportunity, following the correct guidelines.</p>	<p>Pupils with SEND are encouraged to be involved with any feedback and/or conferencing groups.</p> <p>Pupils with SEND contribute their views and ideas to reviews (e.g. termly IEP reviews).</p> <p>Additional provision is developed in light of student voice where appropriate.</p>	<p>Individual support is responsive to the views of the pupils.</p> <p>Pupils are supported to set targets and review their progress towards these, which are recorded on their IEP.</p> <p>Pupils' views are an integral part of TAC meetings and SEND reviews including Annual Reviews for pupils with an Education, Health and Care Plan (EHCP) e.g. by completing an 'All About Me' profile.</p> <p>Support staff are always available to advise and help children.</p>




## 2. **Partnership with parents and carers** (to include arrangements for consulting parents of pupils with SEND and involving them in their child's education).

<p>Whole school approaches The universal offer to all children and YP</p> 	<p>Additional, targeted support and provision</p> 	<p>Specialist, individualised support and provision</p> 
<p>The school works in partnership with all parents and carers and we encourage parents to make contact for a telephone or face to face appointment to discuss any concerns with their child's teacher at the earliest opportunity.</p> <p>Parent/carer meetings are held in the Autumn term. Open afternoon sessions are held during the Spring and Summer term. Additional information sessions are held during the school year about the curriculum, supporting children's learning at home and extra-curricular activities e.g. school trips.</p> <p>School reports are shared during the Summer term and parents/carers are invited to comment on these.</p> <p>Parents views are gathered through 'Parent Voice' questionnaires and surveys.</p> <p>Newsletters, social media, the school website and text messages keep parents and carers informed about what children are learning, school events and dates and other key information.</p>	<p>Parents have access to the Parent Support Advisor if circumstances mean this would be beneficial.</p> <p>The Head of school, class teachers, SENDCo and the Parent Support Advisor are happy to arrange appointments to update parents and listen to parental concerns.</p>	<p>Parent/carers are supported in attending and are actively involved in all meetings where appropriate. Parent/carer's views are an integral part of TAC meetings and SEND reviews. Advocacy is available to ensure this.</p> <p>All documentation can be presented in a format that is accessible to individual parents' needs.</p> <p>Parents / Carers may communicate with their child's teacher and / TA through the use of a home-school book where appropriate.</p> <p>There is an ongoing system of referral to outside agencies such as the Early Help Hub, Autism Team, Speech and Language Therapy and Educational Psychology.</p> <p>The SENDCo liaises with other agencies, ensuring parents are involved in this process and have any additional support and information they need.</p>

### 3. **The curriculum** (to include reference to the school's broad and balanced curriculum and details of how adaptations are made the curriculum and learning environment for pupils with SEND).




<p>Whole school approaches. The universal offer to all children and YP</p> 	<p>Additional, targeted support and provision</p> 	<p>Specialist, individualised support and provision</p> 
<p>Our children follow a broad and balanced curriculum that is well sequenced to ensure children's experiences build on prior learning.</p> <p>The curriculum is designed to ensure the inclusion of all pupils regardless of their ability and/or additional needs. All pupils have full access to the curriculum, educational visits and extra-curricular and/or enrichment activities.</p> <p>All children have access to resources to support their learning and teacher's use high quality teaching as the first step in supporting all learners to make good progress.</p> <p>Pupil progress is monitored termly including the use of Little Wandle Phonics to assess reading and spelling.</p> <p>Additional assessments (including dyslexia screening) are used to identify students who may need additional interventions.</p>	<p>When a group of children are identified as requiring additional support in specific areas, the impact of any intervention is closely monitored by class teachers and subject leaders. Following review, support may be continued, adapted, or discontinued as appropriate.</p> <p>Intervention support may be delivered in a small group or 1:1, by a teacher or TA.</p> <p>These interventions are closely linked with the curriculum and are delivered in such a way as to ensure pupils still access a broad and balanced curriculum offer.</p> <p>Previous interventions at Sandy Hill have included:</p> <ul style="list-style-type: none"> <li>• Little Wandle phonics (includes spelling, reading and handwriting intervention)</li> <li>• Additional Maths support</li> <li>• FunFit (Gross Motor Skills)</li> </ul>	<p>Sandy Hill Academy responds to the individual learning needs of the children to ensure that the curriculum is accessible for all.</p> <p>For some pupils, this may mean 1:1 support or alternatively creating resources to enable the child to become a more independent learner or accessing a bespoke timetable to support their individual needs.</p> <p>In exceptional circumstances pupils can be disapplied from some subjects or assessments.</p> <p>Pupils requiring additional support are offered equal access to out of school opportunities such as trips and after school clubs.</p> <p>Some children with specific needs may have interventions based on a Trauma Informed Schools (TiS) approach to supporting behaviour and social, emotional and mental health needs, such as Draw and Talk therapy or time in the Sensory Room.</p>

#### 4. **Teaching and learning** (details of the school's approach to the teaching and learning of children and young people with SEND).

<p>Whole school approaches The universal offer to all children and YP</p> 	<p>Additional, targeted support and provision</p> 	<p>Specialist, individualised support and provision</p> 
<p>All children have access to resources to support their learning and teacher's use high quality teaching as the first step in supporting all learners to make good progress.</p> <p>Literacy/Numeracy skills are a priority for all staff: key vocabulary and key terms should be displayed and discussed. Sandy Hill strives to develop a love of reading and this is woven into all aspects of the curriculum.</p> <p>Teacher feedback is specific and includes what the pupil has done well and next steps to support further progress.</p> <p>Alternative ways of recording are used where appropriate.</p> <p>Learning experiences are scaffolded to meet individual pupil's needs. Pupil progress is monitored and recorded in a range of ways, including:</p> <ul style="list-style-type: none"> <li>• teacher assessments (both formal and informal)</li> <li>• classroom observations</li> <li>• book scrutiny</li> <li>• learning walks</li> </ul>	<p>Class based staff share information and lesson plans to ensure that pupils with SEND have targeted support and provision.</p> <p>Class based staff work with small groups to:</p> <ul style="list-style-type: none"> <li>• ensure understanding</li> <li>• facilitate learning</li> <li>• foster independence</li> <li>• keep students on task.</li> </ul> <p>Independent pupil learning is supported by use of technology when appropriate e.g. Interactive whiteboards/ Smart TV, iPads, Chrome books.</p> <p>Special examination arrangements are put in place for internal and external tests and examinations where appropriate (readers, scribes, additional time etc).</p>	<p>Personalised and highly differentiated work is provided enabling independent learning, including the use of TEACCH structured approach to learning (e.g. use of TEACCH trays).</p> <p>1:1 support is provided for pupils who need more intensive support, e.g. for those with physical disabilities, sensory loss, speech and language difficulties, severe literacy difficulties/dyslexia etc.</p> <p>Where appropriate, advice and support is sought from external agencies, including:</p> <ul style="list-style-type: none"> <li>• Educational Psychology</li> <li>• Physiotherapists</li> <li>• Occupational therapists</li> <li>• Autism Support team</li> <li>• Cognition and Learning Team</li> <li>• Visual and Auditory Specialist</li> <li>• Early Years Inclusion Team</li> <li>• Speech and Language Therapists</li> <li>• Aspire Inclusion Team</li> </ul>




<ul style="list-style-type: none"> <li>• Little Wandle phonics / reading assessments</li> <li>• Feedback from parents and pupils</li> </ul> <p>Updates on SEND are shared with staff through weekly staff meetings.</p> <p>The progress of individual pupils and groups of pupils is discussed termly at Pupil Progress Review meetings with class teachers, Head of School and the SENDCo. Information that is gathered is used to identify gaps in learning, ensuring that all children make maximum progress.</p> <p>The Senior Leadership Team (SLT) alongside Subject Leads undertakes regular lesson observation and work scrutiny to monitor, evaluate and improve teaching and learning.</p>		
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## 5. Self-help skills and independence

Whole school approaches The universal offer to all children and YP	Additional, targeted support and provision	Specialist, individualised support and provision
		
<p>All children are encouraged to become independent and resourceful learners who take pride in their work.</p> <p>Children are encouraged to access resources needed for learning, including individual resource packs e.g. Knowledge Organisers.</p>	<p>Teachers and TAs ensure children are confident in what needs to be done before beginning independent work.</p> <p>Children are taught strategies to develop independence if they find their work challenging. This may include adapted</p>	<p>Adults working with individual children encourage the students to be as independent as possible when working.</p> <p>Teachers and TAs use resources, questioning, visual supports, concrete</p>




<p>Children are taught throughout the school to take responsibility for entering class and putting away their bags/reading folders and coats, taking care of possessions and keeping their classrooms tidy.</p> <p>Technology is available to aid independence including the use of iPad's and Clicker where appropriate.</p> <p>Children are given roles within the classroom and within school to encourage citizenship and independence.</p>	<p>and/or scaffolded learning resources, the use of TEACCH trays for individual pupils or checklists / task management lists.</p> <p>Chrome books and iPads are available to support children who need alternative methods of recording.</p> <p>Teachers talk through homework tasks with children so that the children are confident about what they need to do.</p> <p>Social Skills groups e.g. Lego Therapy, can be used to target pupils with specific needs relating to social interactions and behaviours for learning (e.g. listening, turn taking, managing resources).</p>	<p>resources and verbal prompts to develop independent working skills.</p> <p>ICT is used to record children's work where appropriate.</p> <p>Personalised task boards and visual timetables are in place to support independence, including e.g. use of 'Now and Next' boards or traffic lights to indicate and prepare for transitions during the day.</p>
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**6. Health, wellbeing and emotional support** (details of the support provided for improving emotional, mental and social development of pupils with SEND, including extra pastoral support arrangements for listening to the views of pupils with SEND and measures to prevent bullying).

Whole school approaches The universal offer to all children and YP	Additional, targeted support and provision	Specialist, individualised support and provision
		
<p>RSHE curriculum is delivered to all children, including using the SCARF approach.</p> <p>All staff are responsible for the wellbeing, emotional, physical and mental health needs of pupils. Our approach to relationships is based on the teachings of Trauma Informed Schools UK (TISUK) which is underpinned by educational practices which 'Protect, Related, Regulate and</p>	<p>Time limited and monitored groups address:</p> <ul style="list-style-type: none"> <li>• self-esteem</li> <li>• social skills</li> <li>• developing emotional awareness</li> <li>• anger management</li> </ul> <p>Risk assessments using the Aspire model are carried out to actively support pupils and</p>	<p>TAF/TACs, Early Support meetings and reviews are supported by a range of agencies.</p> <p>Children can be referred by the SENDCo for an initial assessment with an Educational Mental Health Practitioner (EMHP), who may then offer 1:1 sessions to support.</p>

<p>Reflect.' Our SENDCo is a Trauma Informed School &amp; Mental Health Practitioner and is the Mental Health Lead for the school having completed the DfE Senior Mental Health Lead training.</p> <p>Any emotional issues, disagreements, bullying are dealt with by staff immediately and reported to class teachers.</p> <p>Use of Motional Screening tool to inform targets and provision to support emotional wellbeing.</p> <p>Themed assemblies are used to promote awareness of important issues.</p> <p>Daily meet and greet systems are in place for all pupils by key adults from their classes, including the use of Zones of Regulation daily check in.</p>	<p>ensuring their health, well-being and emotional support when required.</p> <p>Teacher or TA support for children who are experiencing emotional issues. This may take the form of small group circle time or activities inspired by a Trauma Informed Schools UK approach based on relationships, connection and a sense of belonging.</p> <p>Key staff check in with pupils regularly throughout the day or the week depending upon needs.</p> <p>Counselling support services can be accessed where appropriate.</p> <p>School nurse service is available through referral to the Early Help Hub.</p>	<p>Additional support for students can be requested from</p> <ul style="list-style-type: none"> <li>• CAMHS</li> <li>• Social Care</li> <li>• Aspire Academy Trust</li> <li>• CLEAR</li> <li>• Speech and Language Therapy</li> <li>• Educational Psychologists</li> <li>• Dreadnought</li> <li>• Penhaligon's Friends</li> <li>• Young People Cornwall</li> </ul> <p>and other outside agencies as appropriate.</p> <p>Pupils with specific medical conditions have individual health care plans.</p> <p>Individual pupils may have Positive Behaviour Support Plans (PBSP) created.</p>
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## 7. **Social interaction opportunities** (details of how the school enables pupils with SEND to engage in the activities of the school, including physical activities, together with pupils who do not have SEND.

Whole school approaches The universal offer to all children and YP 	Additional, targeted support and provision 	Specialist, individualised support and provision 
<p>All pupils have opportunities for social interaction, regardless of need.</p> <p>Whole school events involving children and their families such as fundraising events,</p>	<p>Sports teams play in local tournaments against other schools.</p>	<p>Additional support and reasonable adjustments are made for individual pupils to ensure that every pupil can access opportunities for social interaction.</p>



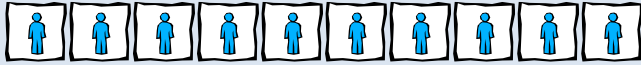
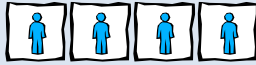

<p>Christmas activities, Sports Day and open afternoons throughout the school year.</p> <p>All pupils have access to a range of after school clubs and are invited on trips and visits subject to necessary risk assessment.</p>	<p>Targeted learning groups focus on social skills and behaviour for learning e.g. Lego Therapy.</p>	<p>A number of staff have had additional training to deliver social skills interventions such as Draw and Talk, Lego Therapy and Trauma Informed Schools support.</p>
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## 8. **The physical environment** (accessibility, safety, reasonable adjustments and positive learning environment).

<p>Whole school approaches The universal offer to all students</p> 	<p>Additional, targeted support and provision</p> 	<p>Specialist, individualised support and provision</p> 
<p>All areas of the school are accessible to everyone including students with SEND. There is a lift in the KS2 building and the school has disabled toilet facilities in both buildings.</p> <p>Pupils feel safe in an environment where bullying is acknowledged and dealt with effectively.</p> <p>There are trained First Aiders on site at all times to deal with accidents when required.</p> <p>There is a named child protection officer, 'Designated Safeguarding Lead' (Sarah Chown) and deputies (Bridget Rundle, Kylie Evans, Jack Walker, Camilla Carter, Caroline O'Brien, Marie Kendall, Dave Lockett, Daniella Bussandri) and a named 'Designated Teacher for Children in Care' (Camilla Carter)</p>	<p>Non-slip, non-breakable equipment available in practical lessons e.g. cooking.</p> <p>Adapted toilets available. Some toilets are adapted by height.</p> <p>Adjustable chairs/ tables can be made available.</p> <p>There are named adults who are 'Team Teach' trained which focuses on proactive approaches to de-escalation.</p> <p>Quiet areas are available including the Library, Early Years Quiet Room and Sensory Rooms in the KS2 building.</p>	<p>Specialist equipment in practical lessons enables disabled pupils to be independent.</p> <p>Classrooms/halls/corridors are made accessible for young people with sensory needs.</p> <p>Support from Occupational Therapy to ensure any adaptations are risk assessed.</p> <p>Equipment which supports some pupils to access mainstream classrooms include noise cancelling headphones, fiddle toys and Chewelry.</p> <p>Sensory room space in both EYFS and KS2 building.</p>




<p>All areas of the school endeavour to be an uplifting, positive and supportive learning environment. Teachers promote a positive learning environment through classroom schemes that teach and reward positive behaviours.</p> <p>Children strive to be Sandy STARS (Self-motivated, Thinkers, Aspirational, Resilient, Supportive).</p> <p>The rewards and sanctions system is robust and displayed around the school. Children earn Class Dojos which can be exchanged for reward activities and are supported to reflect on behaviour choices with their teacher to support positive change.</p>		<p>Lunchtime staff are aware of children with individual needs and have strategies to support them.</p>
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## 9. **Transition from year to year and setting to setting** (including arrangements for supporting children and young people moving between classes, phases of education and in preparing for adulthood).

<p>Whole school approaches The universal offer to all students</p> 	<p>Additional, targeted support and provision</p> 	<p>Specialist, individualised support and provision</p> 
<p>The school liaises closely with local settings to identify children with additional needs joining our Early Years. Early Years staff visit children's previous settings to support a smooth transition and a staggered start is in place for all Nursery and Reception pupils to support relationship building, teaching new routines and familiarisation with a new environment.</p>	<p>Pupils identified as possibly struggling with transition may have additional visits in small groups or on a 1:1 basis.</p> <p>New children and their parents are welcome to visit the school for a tour prior to joining.</p>	<p>Our SENDCo organises transition arrangements for vulnerable children and those on the SEND Record of Need.</p> <p>Good links have been established with local secondary schools to support transition from Year 6 to Year 7.</p>

<p>Primary children visit local secondary schools regularly and secondary school staff visit our school to share information with Year 6 pupils ahead of transition to Year 7.</p> <p>Parents are informed in the Summer term about their child's next class.</p> <p>Transition events are available and accessible to all pupils across key stages/year groups and settings. Each class has designated transition sessions to spend time in their new class and parents are invited to meet their child's new class teacher for a welcome meeting.</p> <p>Teachers from the previous class meet and plan with the new class teacher at the end of the Summer term.</p> <p>If a child joins or moves school during the academic year, every effort is made to contact the new school to share school records and information promptly.</p>	<p>For children requiring additional support, photo transition booklets are shared with pupils moving from Reception through to Year 6 at the end of the Summer term, with photos of their new classroom, key adults and extra class information.</p>	<p>For pupils with an Education, Health and Care Plan (EHCP), the SENDCo of their chosen secondary setting is invited to attend their Annual Review in Year 6.</p> <p>Some pupils may receive a postcard or letter over the summer from their new teacher.</p> <p>Some pupils may be provided with Social Stories to introduce them to new staff and settings and prepare them for transition.</p>
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## 10. The SEND qualifications of, and SEND training attended by, our staff

<p>To enable all children to have access to the curriculum, information and guidance, physical environment, school and wider community</p> 	<p>To enable targeted support and provision</p> 	<p>To enable specialist, individualised support and provision</p> 
<p>SENDCo achieved the Postgraduate Certificate: The National Award for Special Educational Needs Coordination (November 2019).</p>	<p>SENDCo is up to date and aware of different interventions and possible provisions.</p>	<p>SENDCo team know how to access specialist and</p>

<p>SENDCo completed DfE Senior Mental Health Leads training in June 2022.</p> <p>SENDCo attends termly Aspire Academy Trust Inclusion Network training days to share latest SEND updates and practices to support pupils' needs.</p> <p>All staff receive training and updates on a regular basis regarding changes and/or updates to special educational need via weekly staff meetings. Good practice is shared and modelled where appropriate.</p> <p>Named Director for Inclusion is Sally Hannaford.</p> <p>Named hub councillor for SEND is Leanne Bawden.</p> <p>Family Information Service website is available for parents and staff to access guidance and advice.</p>	<p>SENDCo, Phonics Lead &amp; SEN TA are trained in Dyslexia Screening.</p> <p>2 x TAs trained in Draw and Talk (Summer term 2021).</p> <p>2 x TAs currently accessing Diploma in Mental Health through Trauma Informed Schools (TISUK).</p> <p>Early Years team have accessed additional support from the Early Years Inclusion Team.</p> <p>Outside agencies/specialists provide training to meet needs and support.</p> <p>Access to Aspire Academy Trust Inclusion Team for additional support and guidance when needed.</p> <p>PSA (Sarah Chown) to support parents and children.</p>	<p>individualised support from agencies.</p>
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## 11. Services and Organisations that we work with:

Organisation / Service	What they do	Contact details
<b>Educational Psychology</b>	Educational Psychologists are specialists in learning, behaviour and child development.	Referral via SENDCo and Aspire Academy Trust
<b>Speech and Language Therapy (SALT)</b>	The SALT Team works with children, young people and their families in order to help children who have difficulties with communication or with eating, drinking and swallowing.	cpn-tr.Enquirslt@nhs.net
<b>Health Visiting and School Nursing</b>	School nurses provide confidential advice and health information. They	01872 322779 hvsnadvice@cornwall.gov.uk

	also carry out height and weight checks in Reception and Year 6 as well as Vision screening in Reception and Hearing checks in Year 1.	
<b>Early Help Hub</b>	A triage team which allocates the most appropriate help.	earlyhelphub@cornwall.gov.uk
<b>Supporting Change in Partnership (SCIP)</b>	Supporting change in partnership for children with complex needs and/or disabilities who are demonstrating challenging behaviours.	Referral via Early Help Hub earlyhelphub@cornwall.gov.uk
<b>CAMHS (Primary Mental Health Team)</b>	Supporting and assessing children who have mental health concerns.	www.cornwallft.nhs.uk
<b>Educational Mental Health Practitioner (EMHP)</b>	Supporting children and staff with their mental health.	Katherine Churms Referral via school SENDCo.
<b>Royal Cornwall Hospital NHS Trust – Children’s Community Therapy Service (Occupational Therapy / Physiotherapy)</b>	Supporting disabled children and young people (age 0-18) with a permanent or substantial learning or physical disability and a need to improve their access, independence and activities of daily living.	Community Child Health Department, Pendragon House, Royal Cornwall Hospital, Truro, TR1 3LJ  Occupational Therapy referral via MARU on 0300 123 1116
<b>Early Years Inclusion Team</b>	The Early Years Service helps children with additional needs and/or disabilities aged 0-5 to learn, play and develop.	<a href="mailto:eyis@cornwall.gov.uk">eyis@cornwall.gov.uk</a> Early Years Advice Line: 01872 322906
<b>SEN Support Services</b>		<ul style="list-style-type: none"> <li>• Augmentative and Alternative Communication Team: <a href="mailto:aacsupport@cornwall.gov.uk">aacsupport@cornwall.gov.uk</a></li> <li>• Cognition and Learning Service: <a href="mailto:cognitionandlearning@cornwall.gov.uk">cognitionandlearning@cornwall.gov.uk</a></li> <li>• Hearing Support Team: <a href="mailto:sensorysupportservice@cornwall.gov.uk">sensorysupportservice@cornwall.gov.uk</a></li> <li>• Physical and Medical Needs Advisory Service: <a href="mailto:physicalandmedicalneeds@cornwall.gov.uk">physicalandmedicalneeds@cornwall.gov.uk</a></li> <li>• Vision Support Team: <a href="mailto:sensorysupportservice@cornwall.gov.uk">sensorysupportservice@cornwall.gov.uk</a></li> <li>• Communication Support Service: <a href="mailto:css@cornwall.gov.uk">css@cornwall.gov.uk</a></li> </ul>

<b>Aspire Academy Trust Inclusion Team</b>	Providing advice and support across the trust.	Sally Hannaford
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## 12. Pupil progress

Pupil's progress and attainment is an ongoing process of teaching, learning, consolidating and applying. This is completed by the class teacher and support staff. The Senior Leadership Team (SLT), SENDCo and Curriculum Subject Leads monitor and review this on a half termly basis with class teachers. The pupils are involved with self-assessments at the end of learning tasks and against learning outcomes in lessons. Considering personalised targets: pupils, parents and staff are involved with reviewing the successes of these and setting new goals and targets including celebrations of their achievements and successes.

## 13. How we know how good our SEND provision is

At Sandy Hill Academy we are always monitoring and evaluating the quality of our SEND provision. We monitor our provision through governor monitoring visits, SENDCo observations and learning walks and conversations with pupils. We then put in place a development plan to lead SEND forward which forms part of the whole school SEF (Self-Evaluation Plan) and SIDP (School Improvement & Development Plan). We also ask parents for feedback and comments during review meetings and through parental questionnaires.

## 14. If you wish to complain

If you feel that you have concerns about your child's SEND provision then we urge you to contact school in the first instance, speaking to either the class teacher or SENDCo (Camilla Carter). Concerns may then be escalated if necessary to the Head of School (Bridget Rundle).

Cornwall's Local Offer can be found on The Cornwall Family Information Services (FIS) website:

<http://cornwall.childrensservicedirectory.org.uk>

## Answers to Frequently asked Questions

### 1. How does your school know if children/young people need extra help?

Our school has an 'open door' policy to parents and have extremely well-developed links with the parents of the children that attend Sandy Hill Academy. Children who may be vulnerable or those who are causing a concern to staff in terms of their behaviour or academic progress, for example, are regularly monitored and assessed by staff. Children's progress and behaviour are monitored through termly tracking systems. If a child transfers to our school from another Primary school then we always do our utmost to find out as much information as possible about the child from both parents and the child's previous school. If there are external professionals involved with the child, then their opinions and reports are sought after to ensure that we get the full picture of the child and their needs.

## **2. What should I do if I think my child may have special educational needs?**

If you think that your child may have a special educational need then talk to us. We are here to listen and to help. You should talk to your child's class teacher in the first instance and then after discussion they may set up a meeting with the Special Educational Needs and Disability Co-ordinator (SENDCo) and / or the Head Teacher. Following these meetings steps will be taken to address any concerns you may have about your child.

## **3. Who is responsible for the progress and success of my child in school?**

The progress and success of your child in school is everyone's responsibility. By 'everyone' we mean all school staff, parents as well as the child themselves. Half termly progress meetings with staff ensures progress is tracked and monitored appropriately. Where necessary, specific and targeted intervention support will be deployed may be monitored through an 'Assess-Plan-Do-Review' process if appropriate.

## **4. How will the curriculum be matched to my child's needs and how will their needs be supported?**

At Sandy Hill Academy we are flexible and creative with our approach to the Early Years Foundation Stage Framework and Primary Curriculum and plan lessons to be accessible for all. In all classrooms there are three 'waves' of support: Wave 1 – **universal** support and resources available to everyone in that class; Wave 2 – **targeted** support and resources available or tailored for small groups of children; and Wave 3 – **specialist** support and resources specifically designed for or accessible by individual children. All lessons are adapted and scaffolded appropriately according to the needs of the children in that class or group whether it be by the amount of support children will receive, resources they may use or the expectation the teacher has of those children when that lesson is finished. Children are sometimes withdrawn from the classroom in small groups or on a one-to-one basis for more intensive support from a teacher or teaching assistant, or to take part in an intervention program designed to meet and support the needs of that individual or group of children. Children may also be withdrawn by staff for physiotherapy sessions or individual speech therapy support for example.

## **5. How will I know how my child is doing and how will you help me to support my child's learning?**

Sandy Hill Academy operates an effective 'open door' policy to create a constant positive dialogue with parents. In addition to this, staff may ask to speak with parents at the end of the school day, parents are invited to attend Parent Consultations in the Autumn term, and in the Summer term annual reports are sent home to parents, throughout the year there are 'open afternoons' whereby parents are invited into the classrooms to share the children's learning and progress. All of this constant dialogue between school and parents will help you to support your child's learning at home and inform you of how they are progressing in school. If at any time you wish to discuss your child then meetings can be arranged with class teacher and / or SENDCo and/ or Head of School at your request.

## **6. What support will there be for my child's overall well-being?**

Your child's overall wellbeing will be constantly supported in school in a variety of ways. We will help them to be healthy by ensuring that they enjoy good physical and mental health as well as encouraging them to live a healthy lifestyle; we will keep them safe by protecting them from harm and neglect; we will help them to enjoy life and achieve well by giving them opportunities to make the most out of life and by beginning to teach them the skills they need for adulthood; we will help them to make a positive contribution to school, the community and society by being involved in the community and society and discouraging involvement with anti-social or offending behaviour; and we will contribute to their economic well-being by ensuring that they are not prevented by economic disadvantage from achieving their full potential.

## **7. How do I know that my child is safe in school?**

At Sandy Hill Academy we have a variety of measures, policies and procedures in place to ensure that your child is safe. All staff are checked by the Disclosure and Barring Service (DBS checks previously known as CRB checks) and have tier 2 child protection training. There are also named members of staff who are trained to tier 3 in child protection. We have a safeguarding policy and have risk assessments in place for a wide variety of activities and situations that may arise.

**8. How accessible is the school environment?**

The school building at Sandy Hill is accessible to everyone who attends school or who comes to visit us. We have good access to every classroom. We have a disabled changing facility in both the KS1 and KS2 buildings and a lift in the KS2 building.

**9. How will school prepare and support my child through the transition from key stage to key stage and beyond?**

Your child will be highly supported by school throughout every transition process. We would meet with everyone involved in supporting a child's needs, talk to the relevant external professionals as well as involving members of staff from the next stage of schooling in these meetings. Where a child is transferring to a secondary school they would be able to undertake extra transition days to allow them to become more familiar with the environment.

**10. What specialist services and expertise are available at or accessed by your school?**

A list of specialist services used by the school and are accessible to us are on the Family Information Service website.

<http://www.cornwallfisdirectory.org.uk/kb5/cornwall/fsd/home.page>

**11. How will my child be included in activities outside the classroom including school trips?**

Everyone is included in everything at Sandy Hill Academy. Activities outside the classroom are a part of everyday life for us and we undertake a variety of school trips throughout the year. All children are encouraged to take part in after school clubs, and those children who need it are supported appropriately. The same applies when it comes to trips and camps and adaptations are made where necessary to ensure that every child is included whilst at the same time carefully ensuring that those adaptations do not affect the experiences of other children.

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

Each year the school decides on an allocation of money for special educational needs and disabilities (SEND). For all children on the school's SEND register the school itself is expected to meet the first £6000 of any resources and support required by each individual child. This is 'notional' amount rather than ringfenced for individual pupils. For those children with an Education, Health and Care Plan (EHCP), spending above the £6000 may be claimed back from the local authority up to a limit set by the resources provided by the statement. In-school resources and support are detailed in Individual Education Plans (IEPs). These plans are individually tailored to each child on the SEN register and specify which resources will be used to support that child, how much support they will receive and whether any additional adult support will be used.

**13. What SEND training have the staff at school had or are having?**

The Special Educational Needs and Disability Co-ordinator (SENDCo) has achieved the accredited Post-Graduate National Award for SEN Co-ordination (NASENCO), a year-long qualification which looks in depth at the differing types of special educational need, research and pedagogy into a wide variety of educational topics as well as how best to support children with SEN in school. Ongoing CPD and staff training needs are identified and supported through a variety of training delivered by the Aspire Academy Trust.

**14. What should I do if I feel that the Local Offer and the Information Report is not being delivered or is not meeting my child's needs?**

If you feel that the Local Offer/ SEN Information report is not being delivered or is not meeting your child's needs then we urge you to contact school in the first instance, speaking to either the SENDCo (Camilla Carter) or Head of School (Bridget Rundle). Concerns may then be escalated if necessary to the Director of Inclusion (Sally Hannaford) or to the Board of Directors at Aspire Academy Trust.

**15. How is your School Offer and Information report reviewed?**

Our School Offer and Information Report is reviewed on an annual basis in consultation with staff, parents and directors of the school.