



Special Educational Needs or Disability (SEND) Information Report Autumn 2023

At Hotham Primary School, we work within the Wandsworth guidance on provision for children with SEN in mainstream schools, which explains the ways pupils/children/students with different additional needs are provided for within the school. We follow our school Equality Policy and we also have an Accessibility Plan.

At Hotham all pupils, regardless of their particular needs, are offered inclusive teaching which will enable them to make the best possible progress in school and feel that they are a valued member of the wider school community. We may offer the following range of provision to support children with communication and interaction, cognition and learning difficulties, social, mental and health problems or sensory or physical needs.

At Hotham School, our Special Educational Needs Co-ordinator is

Kimberley Walker

The SENCO can be contacted on 0208 788 6468 or by email at SEND@hotham.wandsworth.sch.uk

What should I do if I am concerned about my child's progress?

Class Teacher

Your child's class teacher is recommended as the first point of contact if you have any concerns

You can contact them by speaking to them at the beginning or end of a school day or telephoning the school to arrange an appointment.

Your child's class teacher is responsible for:

- Ensuring that the school's SEND Policy is followed in their classroom and for all the pupils they teach with any SEND.
- Ensuring that all children have access to high quality inclusive teaching and that appropriate support is put in place to ensure the child can access an ambitious curriculum.
- Checking on the progress of all children and identifying, planning and delivering any additional support children may need (this could be things like targeted work, additional support, adapting resources etc) and discussing amendments with the SENCO as necessary.
- Writing Provision Maps that specify the targets set for your child to achieve (with the support of the SENCO), and sharing and reviewing these with parents at least once each term.
- Making sure all members of staff working with your child in school are aware of their individual needs and what specific adjustments need to be made, as well as supporting them to work with your child through excellent planning and communication.

SENCO

The SENCO can be contacted by asking the class teacher to arrange for them to contact you or by telephoning the school to make an appointment.

The SENCO is responsible for:

- Coordinating all the support for children with special educational needs (SEN) and or disabilities, and developing the school's SEND Policy to make sure all children get a consistent, high quality response to

meeting their needs in school.

- Ensuring that parents/carers are involved in supporting their child's learning, kept informed about the support received, involved in reviewing their progress and in planning.
- Liaising with all the other people who may be coming into school to help support your child's learning e.g. Speech and Language Therapy, Educational Psychology etc.
- Ensuring there are excellent records of your child's progress and needs, including a register of each child receiving support.
- Providing training and specialist support for teachers and support staff in the school so they are aware and confident about how to meet the needs of your child and others within our school.

Headteacher

The headteacher can be contacted by telephoning the school to make an appointment.

The headteacher is responsible for:

- The day-to-day management of all aspects of the school, which includes the support for children with SEN and/or disabilities. The headteacher will give responsibility to the SENCO and class/subject teachers but is still responsible for ensuring that your child's needs are met.
- The headteacher must make sure that the Governing Body is kept up to date about any issues in the school relating to SEND.

SEND Governor

The SEND Governor can be contacted in writing to 'SEND Governor' via the School Office.

The SEND Governor is responsible for:

- Making sure that the school has an up-to-date SEND Policy and has published its local offer of provision.
- Making sure that the school has appropriate provision and has made necessary adaptations to meet the needs of all children in the school
- Making visits to understand and monitor the support given to children with SEND in the school and being part of the process to ensure your child achieves his/her potential in school.

How does the school decide whether a child/young person has a special education need and what extra help they need?

- If a child starts at Hotham already identified as having Special Educational Need or Disability (SEND), we will work with parents and past schools, nurseries and professionals to put provision in place to meet the needs of your child.
- All children at Hotham have their attainment and progress tracked carefully in the form of 'pupil progress meetings'. Within these meetings, it may be noted that a child requires some additional support with a specific area of learning. They may be placed into a focus group or have some additional in class support. This does not mean that the child has a special educational need, but is part of our offer of high quality inclusive teaching.
- If class teachers or parents have continued concerns about a child, or concerns which are of an emotional or social nature, a meeting will be held to complete an Initial Concerns Record. In this meeting, 2 targets will be set, to be worked on intensively for 3 weeks. If these targets are met, the cycle may be repeated once or twice more. If the target is not met, we may recommend seeking more specialist support. This might include referrals to the Speech and Language Service, Occupational Therapists, Pupil Referral Unit, Child Development Centre or Wandsworth Autism Advisory Service. At this time, your child may be placed on the Special Education Needs Profile, pending the outcomes of the further assessments.
- Any extra help that your child needs will be informed by our knowledge of them, your parental knowledge of them and the advice and feedback of outside agencies

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

- You will be able to discuss your child's progress at parent meetings (3 x per year). We offer all parents of children with SEND an extended phone call/meeting to discuss this in detail.
- Your class teacher will be available at the end of each day if you have any brief questions about your child's progress.
- Appointments can be requested via the school office to speak in more detail to the class teacher/SENCO.
- We would like you to talk to your child's class teacher regularly so we know what they are doing at home and we can tell you about what we are doing in school. This is to ensure that we are doing similar things to support them both at home and school and can share what is working in both places.
- All information from outside professionals will be discussed with you with the person involved directly, or where this is not possible, in a report. The SENCO will also arrange to meet with you to discuss any new assessments and ideas suggested by outside agencies for your child
- Provision Maps will be reviewed with your involvement each term, alongside a timetable showing when the provision is taking place.
- Homework may be adjusted as needed to your child's individual needs.
- A home/school contact book may be used to support communication with you, when this has been agreed to be useful for you and your child.

In addition:

- The external professionals involved with your child will be happy to meet with you on request and we will be happy to consider any ideas in order to support your child.
- If your child is undergoing statutory assessment you will also be supported by the Children's Services SEN Team. They will ensure that you fully understand the process.

How will my child be involved and consulted about how their special educational needs are met and what progress they are making?

- All children at Hotham are involved in knowing what their next steps are, whether they be academic or personal / social / behavioural.
- All children are involved when setting and reviewing their individual targets for the SEND Support provision map and we record their comments.
- Children with an Education Health Care Plan will be invited either to speak at their Annual Review meeting, or to contribute their feelings via written work, ideas shared with a trusted adult, or photographs.

How do you assess and review my child's progress?

- Your child's progress is continually monitored by the class teacher.
- We use staff meetings to moderate/compare writing throughout the school to check our judgements are correct for children of all abilities.
- The school uses assessment software to monitor progress in Reading, Writing and Maths across the school.
- We check how well a child understands and makes progress in each lesson through ongoing assessments and evaluations.
- Our Senior Leadership Team monitors the progress of all children every term at pupil progress meetings. We discuss what we are providing to make sure pupils make good progress including those with SEND.
- The SENCO oversees targets for pupils receiving SEND Support.
- For children with SEND, teachers discuss progress with the SENCO and parents termly.
- Children with an EHCP have an Annual Review with the class teacher, parents and SENCO which is reported to the Local Authority.

How is teaching and the curriculum adapted to my child's needs?

- Class Teachers plan lessons according to the specific needs of all groups of children in their class, and will ensure that pupils receive appropriate support to access their learning as independently as possible.
- Specially trained support staff can implement the teachers' modified/adapted planning to support the needs of your child, where necessary.
- Specific resources and strategies will be used to support your child individually and in groups.
- Planning and teaching will be adapted on a daily basis if needed to meet your child's learning needs and increase your child's access to what is on offer.

What support is there for English and Maths?

We may support children with their English and Maths in the following ways:

English:

Focused literacy support (in class)	1:6	TA/teacher
Rapid Read	1:1	TA/teacher
Keep-up / catch-up phonics	1:1 to 1:6	TA/teacher
Additional reading	1:1	TA/teacher
5-Minute Phonics Box	1:1	TA / teacher
Toe by toe reading	1:1	TA / teacher

Maths:

Focused Maths support (in class)	1:5	TA/teacher
Maths Support Group (out of class)	1:1 to 1:10	TA/teacher
5-Minute Numeracy Box	1:1	TA/teacher
Sandwell Early Numeracy Assessment	1:1	TA/teacher

What support is there for Speech, Language and Communication?

At Hotham we are very lucky to have a Speech & Language Teaching Assistant, who works closely with the Wandsworth Local Authority Therapists, to deliver high quality support to children with S&L needs.

Speech and Language support	1:1	S&L Therapist
Individual S&L target work	1:1	S&L Teaching Assistant
Social Communication Skills group	Up to 1:6	TA / S&L Teaching Assistant
Chatterbox	Up to 1:6	TA / S&L Teaching Assistant
Bucket Time	Up to 1:6	S&L Teaching Assistant
ASD Lego Therapy	1:3	TA
EAL Support	1:1-1:6	Teacher/ TA

What support is there for Handwriting and Fine Motor Skills?

Wobble cushion	n/a	Teacher/SENCO
Sloping desk	n/a	Teacher/SENCO
Fidget toy / putty	n/a	Teacher/SENCO
Pencil grip	n/a	Teacher/SENCO
Wandsworth Occupational Therapy Service	1:1	School OT
Write From the Start fine motor programme	1:1	School staff
Fine motor groups	1:3	School staff

What support is there for my child's emotional well-being?

Hotham is proud to have a number of ELSA (Emotional Literacy Support Assistants) trained staff supporting the Social, Emotional and Mental well-being of our pupils. Children can take part in 1:1 or small group sessions timetabled weekly and our 'drop-in' service which runs at lunchtimes.

Play Therapy	1:1	Teacher/SENCO
ELSA – Emotional Literacy Support Assistant sessions	1:1	Teacher/SENCO
Lunchtime drop-in	n/a	Teacher/SENCO/Learning Mentor
Playground support	n/a	Teacher/SENCO/Learning Mentor
Classroom emotional support	1:1	Learning Mentor
Breakfast club	1:1	School staff
Lego therapy	1:1	School staff
Social skills groups	1:3	School staff

What training and specialist skills do the staff supporting children with SEND have or are having?

- Our SENCO holds the National Award for Special Needs Coordination and is available to support class teachers / support staff.
- All staff have continuing professional development with on-going support from specialist agencies.
- All Teaching and Learning Assistants working with children on specific areas (e.g. Speech and Language therapy) are trained by the associated therapists
- All staff undergo high quality Continuing Professional Development (CPD). The school liaises with a wide range of professionals to facilitate this (e.g. Educational Psychologist, behaviour support team, Autism support team, Speech and Language support team, CAMHS etc).
- Individual training for identified staff members are linked with the needs of a child with special educational needs and/or disabilities or identified through the performance development process.

How do you make the school environment and curriculum accessible for all children?

- Most of the school is accessible to children with physical disability via step free access and a lift.
- Children may have a Personal Emergency Evacuation Plan (PEEP) if this is relevant.
- Class allocations can be adapted to ensure rooms are accessible for children with disabilities
- We ensure that equipment used is accessible to all children regardless of their needs.
- The school has staff trained to suit children with a range of needs.
- The specialised provisions provide space for the identified needs for children with these difficulties (e.g. workstations for children with ASD).

How will my child be included in activities outside of the classroom?

- Hotham has a range of inclusive clubs. Please see the school website for further information.
- School trips are accessible to all with the necessary risk assessments made beforehand to ensure all children remain safe.
- The school actively uses all areas of the school to develop learning.

How will the school prepare my child to join the school or transfer to a new school?

We recognise that 'moving on' can be difficult for a child with SEN/and or disabilities and take steps to ensure that any transition is as smooth as possible.

If your child is moving to another school:

- We will contact the new school's SENCO and ensure they know about any special arrangements or support that need to be made for your child.
- We will make sure that all records about your child are passed on as soon as possible.

When moving classes in school:

- Information will be passed on to the new class teacher in advance and in all cases, a planning meeting will take place with the new teacher. All Provision Maps will be shared with the new teacher.
- If your child would be helped by a book to support them understand moving on then it will be made for them.

In Year 6:

- The SENCO will make contact with the SENCO of their secondary school to discuss the specific needs of your child, as appropriate.
- Where possible your child will visit their new school on several occasions and in many cases staff from the new school will visit your child in this school.

What specialist services from outside does the school use to help meet children's needs and how do you work together?

Outside agencies that we work with include:

- Educational Psychology
- Paediatrician
- Speech and Language Therapy
- Occupational Therapy
- Physiotherapy
- Child and Adolescent Mental Health Service (CAMHS)
- Behaviour and Learning Support Service (BLSS)
- Sensory and Physical Disability (PD) outreach services
- Hearing Impaired outreach service
- Wandsworth Autism Advisory Service
- Victoria Drive Pupil Referral Unit – Advisory Service
- School Nurse
- TAC meetings (Team Around the Child) are held regularly for children with additional needs, and with outside agencies, where possible.

What will you do if my child has medical needs?

- We will meet with the parents first to discuss your child's medical needs and any training implications.
- We will meet with the parent, child and the school nurse to put a Medical Care Plan in place if necessary.
- We will ensure that the key staff, working with your child, are aware of the medical needs and they

know what to do in an emergency.

- We will make sure that we have all the necessary equipment and training required in a school environment to meet your child's medical needs.

What should I do if I am unhappy with my child's support or progress?

- Arrange to meet with the Class Teacher/SENCO.
- If you are still unhappy, discuss the issue with the Headteacher.
- If you are still unhappy, you should ask to see the Complaints Policy which sets out what to do next.
- If your complaint is still unresolved, you need to contact the Local Authority – see below:
http://www.wandsworth.gov.uk/info/200288/student_welfare/263/how_to_make_a_complaint

Where can I go for further advice and support?

- **Wandsworth Information Advice and Support Service (WIASS)** provides an impartial, free and confidential service to all parents of children with SEND and young people with SEND. Visit their website at <http://www.wandsworth.gov.uk/wiass> email wiass@wandsworth.gov.uk or telephone 020 8871 8065
- **Contact - Independent Support Contact** provide impartial, free and confidential , independent Support services to provide information and support for Wandsworth families who are going through the process of getting an Education, Health and Care Needs Assessment. To book an appointment with an Independent Support worker telephone 020 8947 5260 or email wandsworth.office@contact.org.uk
- **The Wandsworth Parents' Forum "Positive Parent Action"** works with the Council to improve all provision for children and young people with SEN and Disabilities aged 0 to 25. If you want to get involved in influencing services visit their website at www.positiveparentaction.org.uk telephone 020 8947 5260 or email info@positiveparentaction.org.uk
- **More information** about Wandsworth's local offer of services and support for children and young people with special needs and disabilities in Wandsworth can be found on the Local Offer website at www.wandsworth.gov.uk/localoffer . The Family Information Service (FIS) helpline is open from 9am to 5pm, Monday to Friday on 020 8871 7899. Or email fis@wandsworth.gov.uk Text 07797 805 456 with "FIS" at the beginning of your message.

Please note:

The information in this report is accurate at the time of publication, but we regularly review and make changes to what we offer and keep this information as up to date as possible.

Feedback:

This report is intended to give you clear, accurate and accessible information. If you would like to comment on the content of the offer or make suggestions to improve the information, please email send@hotham.wandsworth.sch.uk