

SEND Information Report

Manor Way Primary Academy School Offer



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Responsible Committee:	Manor Way Primary Academy LAB
Revised by Local Advisory Board:	November 2024
Next review date:	September 2025

Updated by Mrs A Whitmore SENCO/DHT

SEND INFORMATION REPORT – SEN Code of Practice 2015.

Manor Way Primary Academy provides an exciting place to learn. We are committed to working together with all members of our school community to provide the best opportunities for our pupils. Manor Way works closely with the LA to ensure that all pupils, regardless of their specific needs, make the best possible progress in school. We are supported to be as inclusive as possible, with the needs of pupils with Special Educational Needs and Disabilities being met in school wherever possible. The four broad 'areas of need' are Communication and Interaction, Cognition and Learning, Social, Emotional and Mental Health Difficulties, and Sensory and Physical Needs.

The School SEND Information Report

At Manor Way we are constantly reviewing how we can maintain and improve the provision for our pupils. Our policies and procedures are regularly reviewed and updated as necessary and in response to current guidance.

Below are some frequently asked questions

How does Manor Way Primary School know if children need extra help?

We know when pupils need help if:

- Concerns are raised by parents/carers, teachers or pupil's previous school
- There is a lack of progress
- Low attainment
- There is a change in the pupil's behaviour

What should I do if I think my child may have special educational needs?

If you have concerns then contact your child's teacher, Mrs Whitmore (SENCO) or Miss Buffery (Executive Head teacher). You can also contact the school's SEND Governor (Mrs Grinham).

How will I know how Manor Way Primary School supports my child?

Manor Way has a graduated approach to supporting all children in school. We use a four stage cycle of support to help identify needs. Assess – Plan – Do – Review. Pupils receive Quality First teaching in class. A requirement for additional support is identified by all staff involved with the child to identify their next steps and parents are consulted in this process.

If appropriate, individual targets are drawn up by the class teacher. They will be differentiated accordingly to suit the individual needs of the child. A copy of the targets will be shared with parents and reviewed at least termly. To support these targets children may be included in intervention groups which may include:

- Additional general support by the teacher or teaching assistant in class
- Use of a particular resource (e.g. a reading ruler.)
- 1:1 or small group support
- Assessment from an external agency, e.g. Speech and Language/ Learning Support Services

- Nurture groups

The length of time of the intervention will vary according to need. The targets and interventions will be regularly reviewed by staff, parents and the child to ascertain the effectiveness of the provision and to inform future planning.

These interventions are recorded on a provision map. This is a record of the interventions, timings, and the impact of the intervention. If you have any queries related to the interventions please do not hesitate to contact the class teacher or SENDCO.

Pupil Progress Meetings are held each term with the class teacher and the senior leaders to discuss the progress of individuals in their class. This shared discussion may highlight areas that require further support which can then be planned for.

Occasionally a pupil may need more expert support from an outside agency such as the Learning Support Service or the Educational Psychologist. Referrals are completed in conjunction with parents/carers and a programme of support to parents and schools is put into place and regularly reviewed.

EHCP Process

If further, specific support is required an assessment for an Education Health and Care Plan (EHCP) may be made. This will only be done after consultation with parents and a young person's views will be gained.

Looked After Children (LAC)

If a child is looked after, the staff in school work closely with social care and other agencies involved to ensure that provision is matched to the individual needs of the child. We liaise with previous schools/carers to understand fully what additional support may be required for individuals. This may involve accessing counselling or the advice of Educational Psychologists for example. The school completes electronic Personal Education Plans (ePEPs) for children that are looked after and in consultation with all adults and agencies involved, we plan how to best use any additional funding to ensure that individuals make expected or better progress.

How will the curriculum be matched to children's needs?

Early Identification	Teaching and learning	Quality Teach Plus
Parental Engagement Parents as our first and most valued partners are informed at each stage of the process and their views are taken into account.		
At Manor Way we welcome: <ul style="list-style-type: none"> • Open and honest dialogue with parents and other settings to enable appropriate 	At Manor Way: <ul style="list-style-type: none"> • All children benefit from explicit modelling and explanation in every lesson, through Quality 	At Manor Way we believe that: <ul style="list-style-type: none"> • For the majority of children, in class differentiation and personalised learning

<p>provision to be put in place.</p> <ul style="list-style-type: none"> ● All pupils on entry to the reception year group are assessed against a baseline criteria to inform provision ● At all points of transition, school staff complete a data scrutiny and engage in professional dialogue regarding pupils' needs. ● At any point in the school year, pupils are identified using the identification flow chart. ● There is a 6 week period of identification of SEND needs 	<p>First Teaching.</p> <ul style="list-style-type: none"> ● Individual needs are addressed through universal strategies and differentiation of activities and appropriate scaffold support to ensure access to the curriculum.. ● The WAT learning cycle builds in ongoing formative assessment to ensure pupils are making rapid progress through lessons with any misconceptions addressed immediately. ● Parents are involved in the setting of individual education plan targets and the subsequent review of these. 	<p>strategies enable children to make good progress. Some children, however, may have gaps in their learning that require a short period of Quality Teach Plus interventions to ensure success in the classroom.</p> <ul style="list-style-type: none"> ● When QTP are put in place, these are delivered by trained members of staff, and overseen to ensure quality by the school's SENCo. ● As a matter of course if a child is supported through a specific QTP, then parents will be informed as part of the regular review process.
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In addition:

Class teacher input is given via targeted classroom teaching (Quality First Teaching) where individual needs are planned for. All staff have high expectations of all pupils. They use what the children already know and use a range of teaching strategies to involve every child in learning. This may include using practical equipment or specific strategies, e.g. use of a reading ruler, concentration cushions. Through reviewing children's progress, daily gaps in their understanding or learning can quickly be identified and support can be put into place to enable them to make progress.

Teachers plan, scaffold and/or differentiate work to closely match a child's ability. When a pupil has been identified with special needs, their work will be further scaffolded or differentiated by the class teacher to remove barriers to learning and enable them to access the curriculum. The use of specific resources and strategies will also be considered and used where appropriate. This may include the use of visual prompts, sensory audits, task management boards to chunk tasks and support children with memory difficulties.

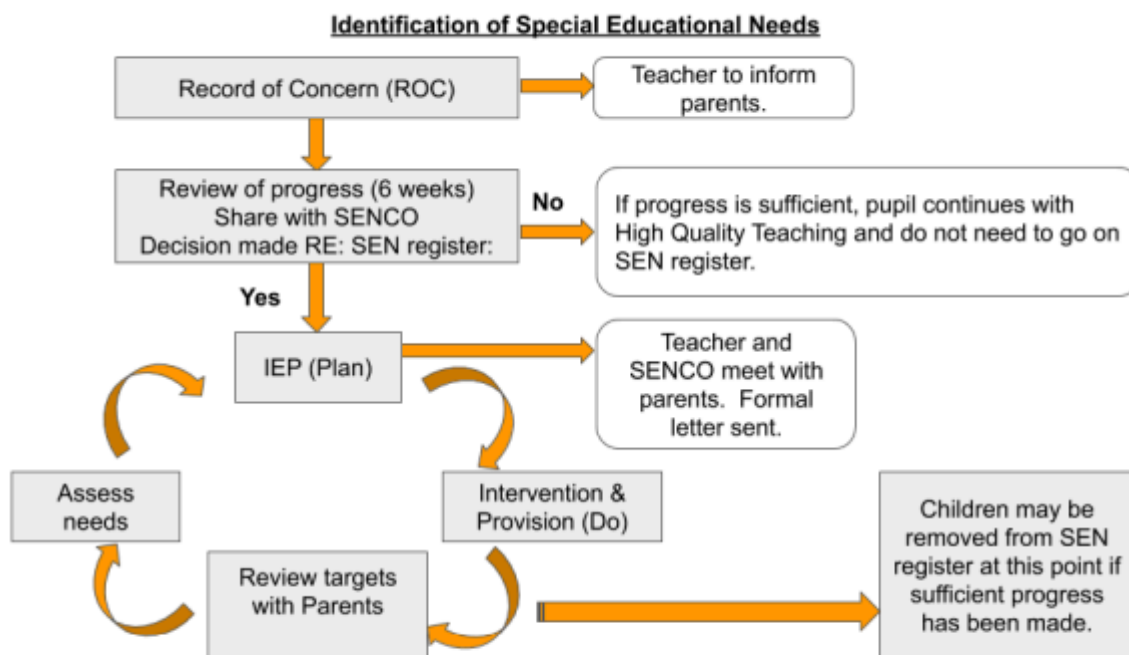
At Manor Way the interests of the child are always considered when planning the curriculum to ensure that children are engaged and enthusiastic about their learning.

How does Manor Way Primary Academy know if pupils need extra support?

We know when pupils need help if:

- concerns are raised by parent/carers, teachers or a previous school setting
- there is a lack of progress
- there is a change in the pupil's behaviour
- a pupil asks for help

What is the process of identification of Special Educational Needs at Manor Way Primary Academy?



How will I know how my child is doing and how can I support their learning?

Staff at Manor Way communicate regularly with parents. This can be through school newsletters, informal discussions, phone conversations, comments in the home school reading diary, information on the school website or through parent's evenings or reports that are sent home. Class teachers are regularly available after school on the playground or alternatively appointments can be made to speak in more detail to the class teacher, SENCO or Miss Buffery (Executive Head teacher) by contacting the school office.

For pupils on the SEND register individual targets are sent home each term. Targets are usually set by the class teacher in conjunction with other support staff in school. These targets will be reviewed each term and shared with parents.

How will I be involved in discussions about and planning for my child's education?

All parents are encouraged to contribute to their child's education and develop an ongoing dialogue in partnership with school. This may be through:

- Discussions with the class teacher during term time
- Opportunities at Parents Evenings held in the first half term of every term
- Discussions with Mrs Whitmore, Miss Buffery or other professionals
- Commenting on their child's reports with possible suggestions that could be incorporated.

What support will there be for my child's overall well-being?

Manor Way recognises that some children have additional emotional and social needs. These can manifest themselves in a number of ways, including behavioural difficulties and anxiety. The school follows the 'Relax Kids' approach to support children to become more resilient and teach them tools to manage their physical, emotional and mental health and wellbeing. We have a wide variety of pastoral support for pupils who are encountering emotional, social and behavioural difficulties, in place. These include:

- Members of staff such as the class teacher, teaching assistants, SENCO, being readily available for pupils who wish to discuss issues and concerns.
- Mentoring sessions with individual children by our key support worker.
- Staff in school organise nurture groups which are targeting groups to develop social skills, self-esteem, emotional wellbeing and to offer support with anger management.
- Contact with the school nurse.
- Organised playtime activities
- Social groups to encourage turn taking
- Educational Psychologists and counsellors provide support to individuals and their families if and when appropriate.
- Staff regularly talk to pupils to gain their thoughts and ideas on areas of strength and for development.

Pupils with medical needs

If a pupil has a medical need then a detailed 'Care Plan' is compiled in consultation with parents/carers and medical professionals. These are discussed with all staff who are involved with the pupil. Where necessary, and with written consent from parents or carers, antibiotics may be given on completion of a medication form.

What specialist services and expertise are available at or accessed by the school?

At times it may be necessary to consult with outside agencies to receive their more specialised expertise. These include:

- Health professionals
- Voluntary organisations
- Autism Outreach Team
- Children Services
- Educational Psychologists/Counsellors/mentors
- Behaviour Support Services

- CAMHS (Child & Adolescent Mental Health Service)
- Hearing Impairment Team
- Visual Impairment Team
- PIMIS (Physical Impairment/ Medical Inclusion Service)
- Learning Support Service/Staff from learning units
- Children's Therapy Team (Speech & Language/Occupational Therapy/Physiotherapy)
- School Nurse (regular drop ins arranged, or contact can be made via phone or e-mail for advice or to make a referral)
- Staff from Children Centres/Family Support Workers
- Teachers from special schools

An Educational Psychologist works in school as and when required. A meeting with parents to discuss needs and gain consent would be held prior to involvement. The Educational Psychologist would normally only work directly with pupils whose needs are felt to be more complex and have not responded as we would expect to the interventions previously put in place for them. To help understand the pupil's educational needs better, the psychologist will meet with the parent and give feedback after the assessment has been completed. He/she will offer advice to the school and parent/carers on how to best support the pupil in order to move their learning/behaviour etc forward.

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

The SEND budget is allocated each financial year. The money is used to provide additional support or resources depending on an individual's needs. The additional provision may be allocated after discussion with parents, the class teacher, at pupil progress meetings or if a concern has been raised by them at another time during the year. Further support or resources may be allocated to your child following assessments by school staff or outside agencies (e.g. Learning Support Service). Funding may be used to buy in specialist support.

How is the decision made about how much support my child will receive?

Staff in school are responsible, in consultation with parents, for the level of support needed. This may take the form of a combination of individual, small group or whole class support tailored to the pupils needs. During their school life, if further concerns are identified due to the pupil's lack of progress or well-being then other interventions will be arranged. Parents/carers will be notified if their child is receiving 1 to 1 or small group support outside of the classroom.

How do we evaluate the provision available and its impact?

In school, staff use evidence-based research approaches and interventions to support children with additional needs. Interventions are reviewed each half term. We gather entry and exit information to support us in identifying impact and next steps. Staff meet with parents and children to discuss progress and where they feel they have achieved targets. This may be in review meetings, through reports or at Parents Evening, as well as in more informal discussions before or after school. Targets are shared with children regularly and marking and feedback gives support to children and parents to understand next steps.

Members of the Senior Leadership Team regularly monitor planning, books, the environment and intervention sessions to understand where provision is working well and where we need to make changes. Teachers and TAs involved with our children, meet each half term to review pupil progress.

What training are the staff supporting children and young people with SEND had or are having?

Staff regularly meet with the SENCO to discuss individual needs. All staff receive training related to SEND. Recent training has included:

- Nurture Group training
- Get Moving Programme training
- Epipen and asthma training
- Paediatric first aid training
- Better Reading Partnership training
- Phonics training
- Emotion Coaching Training
- PACE approach overview

When appropriate, specialist advice is sought using the SEND notional budget or through additional funding which can be secured through the EHCP process.

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

Activities and school trips are available to all pupils and individual needs are considered when organising activities and trips. Risk assessments are carried out and procedures are put in place to enable all children to participate. These are shared with parents.

How accessible is the school environment?

The school is fully compliant with DDA requirements. As a school we are happy to discuss individual access requirements.

Facilities we have at present include:

- Double doors and ramps into school to make the site accessible to all
- Toilet adapted for disabled users
- Lift
- Extra-curricular activities are accessible for children with SEND

In school we regularly review the classroom environment and engage in pupil voice discussions to identify areas for development. Staff use sensory audits and risk assessments to ensure that health and safety requirements are met and also that children's individual needs are taken into consideration. Any additional physical or sensory needs are identified and reviewed with relevant outside, specialist services.

How will the school prepare and support my child through transition periods?

Staff at Manor Way understand what an unsettling time moving class and schools can be; therefore, steps are in place to enable any transition to be as smooth as possible. These include:

On Entry:

- Planned programme of visits in the summer term for pupils starting in September including “Play and Stay” visits with parents/carers, visit with playgroup and a visit to their new class (without parent/ carer), lunch in school.
- Parents/carers are invited to a meeting at the school so that they know what to expect and are encouraged to work in partnership with the school.
- Our Reception teacher visits all children in their pre-school setting. Where concerns are raised, meetings with parents to discuss any issues may be arranged. In some circumstances individual arrangements may be made for starting school, such as shorter hours.

Transition to new classes

Although all classes are within the same building, moving between year groups can be unsettling for some children. We therefore prepare children for this change by:

- Organising opportunities for children to visit their new classroom and teacher during the second half of the summer term.
- Attending assemblies and playtimes with the rest of the school.
- Information sharing sessions between each teacher
- The new class teacher organises a transition meeting with parents and carers prior to the child moving to their class.

In year transition

- Currently we give all children a tour of the school with their parents/carers.
- Introduce children to their new teacher and show them where they will put their coats etc.
- Agree the start date. In certain circumstances such as the child not having attended school before special starting arrangements may be agreed.
- Children will have a buddy in their class.
- Contact the previous school for the child’s records. Where there are concerns, the SENCO will be contacted by telephone.

Secondary transition

Class teachers and outside agencies work with children who may be anxious about the move. This provides them with the opportunity to discuss any concerns they may have.

- Secondary school staff visit pupils at Manor Way prior to them joining their new school.
- Teachers meet in school with secondary school teachers to pass on information regarding pupils with SEND.
- Children attend a transition day to visit the school they are going to.
- Opportunities to work with local secondary schools are actively encouraged so that children are familiar with them

What is the Local Offer?

From September 2014, Local Authorities and schools are required to publish their local offer. This offer will keep under review information about services they expect to be available for the children and young people with Special Educational Needs aged 0-25. The Local offer aims to improve choice and transparency for families. It is also a resource for parents in understanding services and provision in the local area. The Dudley Local Offer can be accessed by following the link <https://www.dudley.gov.uk/residents/dudleys-local-offer/>

Who can I contact for further information or if I want to make a complaint?

Manor Way has an open-door policy and staff encourage children and parents to discuss any concerns with their child's class teacher, or with the SENCo or a member of the Senior Leadership Team.

If you wish to discuss your child's educational needs or make a complaint about the provision for your child, please contact the school office on 0121 272 7310 to make an appointment. The complaints policy can be found on the website.

<http://www.manor.windsoracademytrust.org.uk/>

Appointments can be made with any of these people through the school Office.

Contact: 0121 272 7310

Manor Way Primary Academy is committed to the inclusion of pupils and stakeholders, regardless of age, race, gender or disability, and expects all members of our school community to share in this commitment. Where necessary or appropriate we will make reasonable adjustments to ensure inclusion for all.