



## **Local Offer for students with Special Educational Needs and Disabilities**



St Paul's is an inclusive school which strives to ensure that all students make the best possible progress in all areas. We pride ourselves on our inclusive community and work hard to ensure that all students are loved and known.

Our exceptional teaching staff work closely with the Learning Support Department to ensure that all students are appropriately supported and challenged within lessons. We also encourage a close working relationship with the parents of our students in order to guarantee the best possible opportunities for the students in our care.

We cater for all students who have needs and have particular specialisms in SpLD/Dyslexia and Autistic Spectrum Disorder (ASD) conditions.

This document sets out the offer that we make to those students and families who may require additional support.

### **1 How does the school know if children/young people need extra help and what should I do if I think my child/young person may have special educational needs?**

Students who may need extra support are identified through a number of different ways:

- We work very closely with our feeder primary schools and have transition meetings with key staff.
- We arrange transition visits for all students and extra transition visits for students who may require extra support.
- Furthermore, on entering the school students are tested for reading and spelling ages so that any students who may be having literacy difficulties can be clearly identified and appropriate support put in place.
- Throughout their time at St Paul's, all students are closely monitored and any changes in needs will be discussed with parents and acted upon.

If parents would like to discuss their child's progress or needs with a member of the Learning Support Team, they can contact Mrs Sue Homer (Director of Curriculum and Inclusion) on [shomer@stpaulscc.co.uk](mailto:shomer@stpaulscc.co.uk) or Mrs Eleanor Wilkinson on [ewilkinson@stpaulscc.co.uk](mailto:ewilkinson@stpaulscc.co.uk)

We also have a number of parent's evenings where the SENCo is available across the year, and also the Headteacher hosts Open Door Evenings once a month.

## **2 How will school staff support my child/young person?**

We have a well qualified and experienced team of staff who work within the Learning Support Department. This team includes Mrs S Homer, Assistant Headteacher, Mrs Eleanor Wilkinson, SENCo, Mr Christian Rowe, Assistant Leader of Learning Support. We also have two specialist dyslexia teachers, 14 Learning Support Assistants (LSA's), an ASD Specialist and a numeracy Higher LSA who could be involved in the support for any child. Furthermore, we have a dedicated SEN Governor who meets regularly with the department to review provision.

Each individual student will be assessed for their needs and appropriate support put into place. This support is normally co-ordinated by our SENCo. Students are assessed at the start and end of any support intervention and progress is reviewed. Students with Individual Education Plans (IEPs) are assessed and reviewed regularly.

Examples of the types of support that we offer are detailed below:

WAVE 1: Quality First Teaching. Appropriate teaching styles and differentiation / support to allow student to progress within the classroom.

WAVE 2: Withdrawal support i.e. Extra small group literacy sessions or Social Communication groups.

WAVE 3: Individual personalised support possibly involved external agencies.

## **3 How will the curriculum be matched to my child's/young person's needs?**

We pride ourselves on ensuring that students are treated as individuals and that an appropriate curriculum is put into place for each and every child.

Within the classroom, all classroom teachers are responsible for high quality teaching and for providing appropriately differentiated resources for students. Teachers are supported in this by the LSA's and SENCo. Teachers support students in their learning through the use of different teaching strategies, technology and a range of resources, enabling them to reach their God given potential.

Staff are trained regularly throughout the year on the impact of different learning needs on a student's experience of the classroom.

## **4 How will both you and I know how my child/young person is doing and how will you help me to support my child's/young person's learning?**

We believe that communication with home is vital to ensure that a child succeeds to the best of their abilities. To this end, we would always encourage parents to contact the Learning Support Department to discuss their child's progress.

When students first join us in Year 7, we host a 6 week in meeting which allows parents to find out more about St Paul's and their child's first few weeks. In addition, parent's evenings are arranged for each year group throughout the year to enable discussion with class teachers. Parents can also access our Parent Gateway and see a range of information, including attendance data and a live list of Independent Learning Tasks (ILTs). Parents and students are also encouraged to email teachers if they have any questions about homework or class work, or to contact the school SENCo or their child's Head of Year if they require further support or clarification.

Students have at least three opportunities each year to discuss their targets in class time with their teachers and these are recorded on the students SIMs page. Students also keep a record of any test results in their exercise books, or online. Students should carry a notebook, where they can record important information and results in. Parents are encouraged to check these books on a regular basis.

#### **5. What support will there be for my child's/young person's overall well being?**

St Paul's has an excellent pastoral care system deigned to support your child through all parts of their education. Each Key Stage has a Head of Year and a deputy Head of Year in place to offer support and deal with any issues that arise on a daily/weekly basis. We also have a nurse on site who supports any students who is unwell, or has to take monitored medicines. Staff are made aware of any students with medical/health issues as well as being trained as to how best to support those students.

Students with Statements of Special Educational Needs are encouraged to attend and contribute to their Annual Reviews, and the school has not only a dedicated Heads of Year area, but also a Learning Support department that is a safe place for students to discuss any issues and get support.

St Paul's has an active school council to encourage pupil voice.

#### **6. What specialist services and expertise are available at or accessed by the school / college?**

St Paul's works closely with a number of outside agencies including Education Welfare, the Educational Psychology Service, School Nurse, Social services, Speech and Language Therapy, Visual and Hearing Specialists etc to make sure all individual children's needs are accommodated. Training for staff is carried out on a regular basis to encourage them to develop their understanding of the needs of each child.

At St Paul's we have two Specialist Teachers of SpLD/Dyslexia who run literacy and spelling groups, plus intervention for any students who need it. We have a Learning Support Assistant who is trained and specialises in Autistic Spectrum Condition. We also have Learning Support Assistants trained in areas such as Numeracy, Physical Difficulties and English as an Additional Language.

We work closely with the SEND Alliance, Think Family, CAMHS as described in the County Local Offer.

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

There is a qualified SENCo in role who oversees all of the training of the Learning Support Assistants to make sure the school and staff members are up-to-date with current legislation. Classroom teachers have access to support and training whenever they need it from the Learning Support Department. Recent training includes: Child Protection, medical, hearing loss and first aid.

### **8. How will my child/young person be included in activities outside the classroom including school trips?**

Trips run throughout the year for different year groups, and all students are encouraged to take part in the school activities and trips. We run creativity weeks and days in the year which involve learning outside of the classroom and in different ways. Learning Support Assistants are on hand to support students who are taking part in these activities.

### **9. How accessible is the school / college environment?**

St Paul's is a new school designed fully throughout with wheelchair and disabled access. We have lifts at either end of the school for students with mobility difficulties to use, and disabled toilets situated around the building. We would seek to work closely with the local authority to support students who need extra equipment.

The school tries its utmost to support parents/carers who do not have English as their first language.

### **10. How will the school / college prepare and support my child/ young person to join the school / college, transfer to a new school / college or the next stage of education and life?**

St Paul's works closely with all of our Primary and FE colleges to ensure a smooth transfer for our students from one educational establishment to the next. If a student is transferring into our school, we can arrange multiple visits in advance of their transfer. For Year 6 students we have an experienced Learning Support Assistant who works closely with the Head of Year to make sure that students needs are accommodated, and that they feel

happy about the change. Students are also encouraged to use the Learning Support Department as a safe place if they are unsure or have questions about their transfer.

For students moving into the school, meetings and visits with the SENCo and Head of Year can be arranged and support offered as necessary.

For a student with a Statement of Special Educational Needs a “moving on” plan will be drawn up by the Careers Advisor and discussions with both the student and parents will help direct this “moving on” plan. For other students the College Leadership Team, Heads of Year, Learning Support Department and SENCo will be available for guidance and support as they make the choices. We are there to support them in their decision, contacting and offering support to the colleges that they are moving on to.

### **11. How are the school's / college's resources allocated and matched to children's/young people's special educational needs?**

St Paul's students are all supported by the assigned budget. The allocation of time and resources is directed by the Senior Management Team. Staff timetables are arranged to offer the maximum possible support to the students both in lessons and in specialist small teaching groups. We aim to prioritise levels of support in accordance with the needs of the individual students.

### **12. How is the decision made about what type and how much support my child/young person will receive?**

Support is assigned to students based on their specific needs, whether Social, Emotional or Medical. Support is initially directed by a Statement of Special Educational Needs however support for students without this will be decided on by discussions held between the Senior Management Team, heads of Year, SENCo and staff from the child's previous school.

Parents are invited into school for meetings about the support offered to their child and are welcome to contact the Heads of year or SENCo if they have any questions relating to support.

Students are assessed when they initially start in school, and then at appropriate times by their classroom teachers and assigned appropriate interventions.

When necessary, students are assessed to see whether they qualify for extra time in their GCSE's or require other exam Access Arrangements for example, Laptop, Scribe, Reader may be appropriate.

All interventions are reviewed and assessed regularly as recommended by the Code of Practice.

### **13. How are parents involved in the school / college? How can I be involved?**

Parents are encouraged to contact their child's teachers through email at any time. They are also welcome to contact the Heads of Year, SENCo or Director of Curriculum and Inclusion if they have any concerns about their child's progress at school. Parents of

students with a Statement of Special Educational Needs are invited in throughout the year to discuss their child's progress and before they start at the end of Year 6.

St Paul's encourages parents to become involved in the school life. We have Parent Governors, Open Door meetings, information evenings, Celebration Evenings, parents' forums and various other occasions during the year that Parents are invited to. We have two reports per year for each child and a Parent's Evening where you can talk to your child's teachers.

#### **14. Who can I contact for further information?**

Please feel free to contact any of the staff at St Paul's on 01444 873898. Email Addresses for all teaching staff are on the school website at

<http://www.stpaulscatholiccollege.co.uk/default.aspx>

Key staff you may wish to contact are

Head of KS3 – Ms Sarah Dawes

Head of KS4 - Ms Trina Galbraith

Director of Achievement KS3+4 – Mrs Hilary Morfitt

Director of Achievement KS5 – Mrs Laura Fradgley

Director of Curriculum and Inclusion – Mrs Sue Homer

SENCO – Ms Eleanor Wilkinson

Deputy Head – Mr Matt Duffield

Headteacher – Mr Rob Carter

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