



Robert Miles  
Infant School

**Robert Miles Infant School Contribution to the Local Offer  
For Special Educational Needs and Disability (SEND)**

**Reviewed September 2017**

**Achieve, Aspire, Together Reaching Higher**

## 1. Introduction

At Robert Miles Infant School we aim to provide a safe, inspiring and engaging environment in which all our children can thrive. An environment where they can develop the skills needed to become valued members of their communities. We are committed to developing the whole child, supporting them in achieving their full potential, physically, academically, socially, spiritually and emotionally.

We aim to challenge everyone within our school to achieve their best. To be self disciplined, honest, to care for each other and their environment and to show respect for others. We believe that everyone is entitled to an engaging and meaningful experience through an appropriate, wide and balanced curriculum, which inspires everyone to learn and achieve, whilst valuing the uniqueness of every individual and their beliefs.

We are committed to ensuring everyone within our school feels valued, supported and equal.

We work together to reach our full potential.

Robert Miles Infant School strives hard to ensure that all pupils:

- Have a wide and balanced curriculum which is differentiated to meet individual needs
- Can learn and make progress according to their individual developmental trends
- Are assessed using appropriate assessment tools and guidelines
- Have equal access to resources, provision and interventions as needed

Special educational provision is educational or training provision that is additional to or different from that made generally for others of the same age. This means provision that goes beyond the differentiated approaches and learning arrangements normally provided as part of high quality personalised teaching. It may take the form of additional support from within a setting or require involvement of specialist staff or support services.

Our School has a Special Educational Needs Co-ordinator, Sally Marshall, (SENCo) who is responsible for the management of provision and or support for identified pupils with SEND. They will also coach and support teachers and other staff to enable them to provide appropriate assessment and focussed provision for children in their class with SEND.

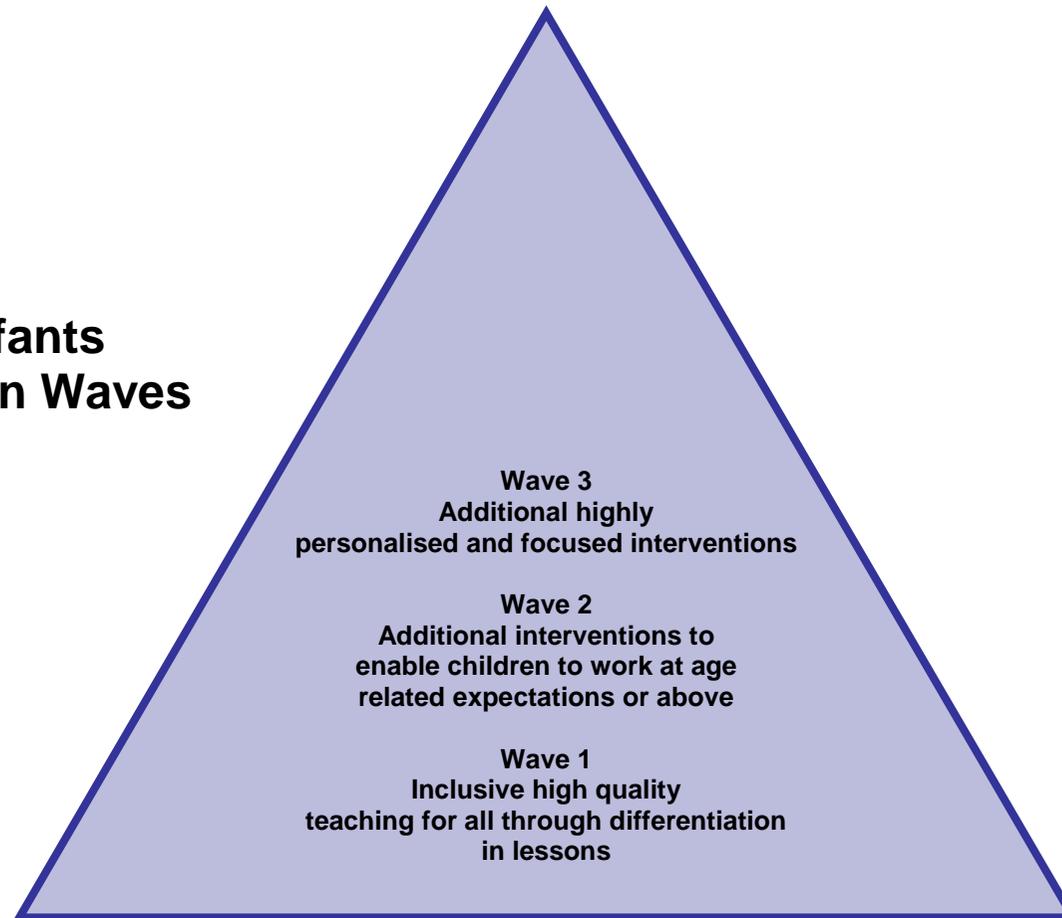
All teachers are teachers of SEND pupils and as such provide quality first teaching which takes account of the particular individual needs of pupils with SEN within the classroom.

## 2. 'Areas of Need' Explained

The new Code of Practice (September 2014) states that there are four main areas, which cover Special Educational Needs. These areas and their meanings are as follows:

Area of Special Educational Need	Relating to difficulties with:
<b>Communication and Interaction</b>	<p><b>Children may have a delay or disorder in one or more of the following areas:</b></p> <p><b>Attention / Interaction skills:</b> May have difficulties ignoring distractions. Need reminders to keep attention. May need regular prompts to stay on task. May need individualised motivation in order to complete tasks. Difficulty attending in whole class. Interaction will not always be appropriate. May have peer relationship difficulties. May not be able to initiate or maintain a conversation.</p> <p><b>Understanding / Receptive Language:</b> May need visual support to understand or process spoken language. May need augmented communication systems Frequent misunderstandings. Repetition of language and some basic language needs to be used to aid their understanding.</p> <p><b>Speech / Expressive Language:</b> May use simplified language and limited vocabulary. Ideas / conversations may be difficult to follow, with the need to request frequent clarification. Some immaturities in the speech sound system. Grammar / phonological awareness still fairly poor and therefore their literacy can be affected.</p>
<b>Cognition and Learning</b>	<p><b>May have difficulties with the skills needed for effective learning such as use of:</b></p> <ul style="list-style-type: none"> <li>• Language, memory and reasoning skills</li> <li>• Sequencing and organisational skills</li> <li>• An understanding of number</li> <li>• Problem-solving and concept development skills</li> <li>• Fine and gross motor skills</li> <li>• Independent learning skills</li> <li>• Exercising choice</li> <li>• Decision making</li> <li>• Information processing</li> </ul> <p><b>Children may have a specific learning disability such as dyslexia, dyscalculia, dyspraxia or dysgraphia.</b></p>
<b>Social, Mental and Emotional health</b>	<p><b>May have difficulties with social and emotional development which may lead to or stem from:</b></p> <ul style="list-style-type: none"> <li>• Social isolation</li> <li>• Behaviour difficulties</li> <li>• Attention difficulties (ADHD)</li> <li>• Anxiety and depression</li> <li>• Attachment disorders</li> <li>• Low self esteem</li> <li>• Issues with self-image</li> </ul>
<b>Sensory and / or Physical</b>	<p><b>These pupils may have a medical or genetic condition that could lead to difficulties with:</b></p> <ul style="list-style-type: none"> <li>• Specific medical conditions</li> <li>• Gross / fine motor skills</li> <li>• Visual / hearing impairment</li> <li>• Accessing the curriculum without adaptation</li> <li>• Physically accessing the building(s) or equipment.</li> <li>• Over sensitivity to noise / smells / light / touch / taste.</li> <li>• Toileting / self-care.</li> </ul>

## **Robert Miles Infants Provision Mapping in Waves**



## Robert Miles Infants Provision Mapping in Waves – the detail.

Area of Need	Wave 1 Whole school approach – quality first teaching	Wave 2 Targeted support for individuals or small groups	Wave 3 Specialised interventions for those with additional needs
<b>Cognition and Learning</b> Moderate Learning Needs Severe Learning Difficulties	Small phonics groups Extra phonics group 1:1 phonics Volunteer reading/literacy support	SENCo observation / assessment Parent discussion with SENCo Extra phonics – small groups Maths interventions – Sentence work – small group Semantic word webs Comprehension skills Memory Games Listening Games 1:1 number work 5 minute box	Switched on reading Reading/writing interventions Precision Teaching - (Reading / Writing / Maths) Fully inclusive curriculum Access to an Educational Psychologist Completion of an EHAF (Early Help Assessment Form) Application for an Educational Health Care Plan SENCo assessments and monitoring to ensure appropriate intervention and access to learning
<b>Sensory / Medical / Physical</b> Hearing Impairment Visual Impairment Multi-Sensory Impairment Physical Needs Medical Needs	Whole school approach. After school clubs. Outside play areas. A fully inclusive and differentiated class and curriculum approach according to individual needs. Audit of environment to consider adaptations (as required). Modification of organisation, routine and environment if required. Access to a base for therapy if required.	1:1 fine motor skills Physio Play therapy Handwriting practice Extra 1:1 / small group activities. Targeted small group / individual intervention to address specific needs such as: self-help skills, keyboard skills and independence. Physical aids where necessary or where advised by specialists. Parent discussion with SENCo. Steps to Success targets.	Access and liaison with the OT (Occupational Therapist) Access and liaison with the Physiotherapist SENCo assessments and monitoring to ensure appropriate intervention and access to learning 1:1 support if required Identified key worker SENCo to lead provision A place for reflection or 'Thinking Time' or exercise if necessary. Extra support and access to appropriate ICT interventions needed e.g. Clicker 6

<p><b>Communication and Interaction</b> Speech, Language and Communication. Autistic Spectrum Disorders.</p>	<p>Drama / Role play Peer interaction Outdoor learning activities / areas to support environmental learning Role play Puppets Full inclusion in all school assessment and tasks Clear verbal instructions / explanations which can be simplified along with visual or concrete support Visual timetables</p>	<p>Small group phonics Circle of friends A range of technology to support learning</p>	<p>1:1 speech therapy</p>
<p><b>Social, Emotional and Mental Health</b></p>	<p>All pupils can confidently grow in a safe, caring, supportive and purposeful environment that enables the development of relationships based on mutual respect and understanding. As according to our school values. Small group activities to address needs Opportunities for children to talk about any fears, confusion and worries. Opportunities for children to meet adults they can trust and to participate in activities where they can meet other children Continuity of care and minimal disruption of routines during a crisis e.g breakfast club</p>	<p>Nurture Group Reflection or 'Thinking Time' Play therapy Circle of Friends Talk time Feelings management Empathy Behaviour logs Self Esteem Anxiety or trauma management</p>	<p>Referral to CAMHS (Child and Adolescent Mental Health Services) Support from Rushcliffe Primary Behaviour Partnership Completion of an Early Help Assessment Form (EHAF) Application for an Educational Health Care Plan (EHCP) 1:1 support Full inclusion in all school assessment and tasks SENCo assessments and monitoring to ensure appropriate intervention and access to learning</p>



### 3. Commonly asked questions and answers:

#### 1. *What kinds of special educational needs does the school make provision for?*

Our School has a Special Educational Needs Co-ordinator, Mrs. Sally Marshall, (SENCO) who is responsible for the management of provision and or support for identified pupils with special educational needs and disabilities (SEND). They will also coach and support teachers and other staff to enable them to provide appropriate assessment and focused provision for children in their class with SEND.

#### 2. *How does the school know if pupils need extra help and what should I do if I think that my child may have special educational needs?*

Talk to us – firstly contact your child's class teacher. If you require more information contact our SENCO or Head Teacher. We pride ourselves on building positive relationships with parents. We are open and honest with parents and hope that they are able to do the same with us.

Children may be identified as having SEN through a variety of ways including the following:-

- Liaison with previous provision/nursery
- Child performing below age expected levels
- Concerns raised by Parent
- Through termly Pupil Progress Meetings held between the Teachers / SENCO and Head teacher
- Concerns raised by teacher, eg: behaviour or self-esteem issues that are affecting performance
- Liaison with external agencies
- Health diagnosis through pediatrician / doctor

As a school we measure children's progress in learning against National expectations and age related expectations. The class teacher continually assesses each child and notes areas where they are improving and where further support is needed. As a school, we track children's progress from entry through to Y2.

Children who are not making expected progress are picked up through our termly Pupil Progress Review meetings with the Class teacher, SENCO and Head / Deputy Teacher. In this meeting a discussion takes place concerning why individual children are experiencing difficulty and what further support can be given to aid their progression.

#### 3. a) *How does the school evaluate the effectiveness of its provision for pupils with special educational needs?*

Our SENCO will closely monitor all provision and progress of any child requiring additional support across the school. The class teacher will oversee, plan and work with children with SEND in their class to ensure that progress in every area is made. There may be a Teaching Assistant (TA) working with your child either individually or as part of a group, if the class teacher sees this as necessary. The regularity of these sessions will be explained to parents when the support starts.

***b) How will both the school and I know how my child is doing and how will the school help me to support their learning?***

We offer an open door policy where you are welcome any time to make an appointment to meet with either the class teacher or SENCO and discuss how your child is getting on. We can offer advice and practical ways that you can help your child at home.

In school we will often set individualised targets and review progress each half term. We can use these targets to monitor pupils' progress academically against age expected levels and update or adjust the targets. This may involve breaking the target into smaller steps or using a different approach to ensure progress is made. Children may move off or on to the SEN register throughout the year. Reviews are held half termly.

We believe that your child's education should be a partnership between parents and teachers, therefore we aim to keep communication channels open and communicate regularly, especially if your child has complex needs.

If your child has complex SEND they may have an EHC Plan (Education Health Care Plan) which means that a formal Annual Review will take place to discuss your child's progress and a report will be written. Children on the SEN register will be offered a Termly Review with the SENCO.

***c) What is the school's approach to teaching pupils with special educational needs?***

All teachers are teachers of SEND pupils and as such provide quality first teaching which takes account of the particular individual needs of pupils with SEN within the classroom.

***d) How will the curriculum and learning be matched to my child's person's needs?***

All work within class is pitched at an appropriate level so that all children are able to access according to their specific needs. Typically this might mean that in a lesson there would be three different levels of work set for the class, however on occasions this can be individually differentiated.

***e) How are decisions made about the type and amount of support my child will receive?***

We offer an open door policy where you are welcome any time to make an appointment to meet with either the class teacher or SENCO and discuss how your child is getting on. We can offer advice and practical ways that you can help your child at home.

The class teacher will meet with parents at least twice a year (this could be as part of Parent's evening) to discuss your child's needs, support and progress. For further information the SENCO is available to discuss support in more detail.

***f) How will my child be included in activities outside the classroom, including school trips?***

All children are included in all parts of the school curriculum and we aim for all children to be included on school trips. We will provide the necessary support to ensure that this is successful.

A risk assessment is carried out prior to any off site activity to ensure everyone's health & safety will not be compromised. In the unlikely event that it is considered unsafe for a child to take part in an activity, then alternative activities, which will cover the same curriculum areas, will be provided in school.

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

We are an inclusive school that welcomes and celebrate diversity. All staff appreciate the importance of children having high self-esteem in order to achieve positive well-being. Here at Robert Miles Infant School we commit to our own values and ensure pupils are able to develop in a caring, fair and understanding environment.

The class teacher has overall responsibility for the pastoral, medical and social care of children in their class; therefore this would be the parents' first point of contact. If further support is required the class teacher can liaise with the SENCO for further advice and support. This may involve working alongside outside agencies such as Health and Social Services.

The school has a policy regarding the administration and managing of medicines on the school site. Parents need to contact the schools office to discuss this and if agreed complete a form: 'Parental Agreement for School to Administer Medicines'. This may include medicines for life threatening conditions or required for a long-term illness such as asthma and diabetes. In such cases a 'Care Plan' may be put in place according to the directions of the School Nurse.

School will generally administer prescribed medicines following discussions with parents. We cannot administer medicines for everyday illnesses unless they are prescribed.

***4. Who is the school special educational needs co-ordinator (SENCO) and what are their contact details?***

Special Educational Needs Co-ordinator, Mrs. Sally Marshall (SENCO)

smarshall@rmi.co.uk

**5. a) What training have staff supporting special educational needs had and what is planned?**

Our SENCO, Mrs. Sally Marshall works closely with all staff in school, parents, outside agencies and colleagues across the Toot Hill partnership. She is responsible for co-ordinating the provision made for individual children with: Special Educational Needs and Disabilities.

Support is available through:

- Giving advice on issues related to Special Educational Needs and Disabilities.
- Meeting with parents to discuss any concerns they may have about their child's development or learning difficulties
- Assessments of individual pupils to identify need

Referrals may be made to a range of other professionals such as: Educational Psychologist and Speech and Language Therapist.

**b) What specialist services and expertise are available or accessed by the school?**

As a school we work closely with any external agencies that we feel are relevant to individual children's needs within our school including: Rushcliffe Primary Behaviour Partnership, Health including: School Nurse, General Practitioners, CAMHS (Child and Adult Mental Health), Pediatricians, OT (Occupational Therapist) and the Speech & Language Therapy service (SALT). We also work very closely with Social Care and the Education Psychologists. Should your child require any form of involvement with an outside agency then the school would immediately inform you and obtain permission from parents to pursue any kind of professional intervention.

We are specialists in working with Looked After Children (LAC), children with attachment disorders and those with diabetes. All staff are trained in working with Attention Deficit Hyperactivity Disorder (ADHD) and access training at intervals for working with children with autism.

**6. How will equipment and facilities to support pupils with special educational needs secured? How accessible is the school?**

We ensure that all the requirements of children who have special educational needs are met to the best of the school's ability with the funds available. We will often allocate teaching Assistants who are funded by the SEN budget to deliver programmes designed to meet groups of children's needs. The budget is allocated on a needs basis.

Robert Miles Infant School is situated on one floor and can be accessed by wheelchair. We also have a disabled toilet. Occupational Therapy and Physiotherapy may assess any other resources needed for access in order for us to ensure ease of access and safety for all.

**7. What are the arrangements for consulting parents of pupils with special educational needs? How will be I involved in the education of my child?**

The class teacher alongside the SENCO will discuss the child's needs and what support would be appropriate. Different children will require different levels of support in order to achieve their potential. This will be through on-going discussions with parents.

**8. What are the arrangements for consulting young people with SEN and involving them in their education?**

We value and celebrate children being able to express their views on all aspects of school life. This is usually carried out through the School Council, which has an open forum for any issues or viewpoints to be raised.

Before each termly review, the views of your child will be obtained before the meeting where appropriate. If your child has an EHC Plan or an annual review of their EHC Plan, then their views will be obtained before any meetings.

**9. What do I do if I have a concern or complaint about the SEN provision made by the school?**

First point of contact would be your child's class teacher to share your concerns.

You could also arrange to meet Mrs. Greensmith, our Head Teacher, or Mrs. Marshall our SENCO.

**10. How does the governing body involve other organisations and services (e.g. health, social care, local authority support services and voluntary organisations) in the meeting the needs of pupils with special educational needs and supporting the families of such pupils?**

Mrs Louise Norton is the governor involved in SEND. She meets with the SENCO and is updated on changes, needs in school, current concerns and budget. The Governors are then also able to agree priorities for spending within the SEN budget with the overall aim that all children receive the support they need in order to make progress.

**11. How does the school seek to signpost organisations, services etc who can provide additional support to parents/carers/young people?**

Should your child require any form of involvement with an outside agency then the school would immediately inform you and obtain permission from parents to pursue any kind of professional intervention.

**12. How will the school prepare my child/young person to:**

**i) Join the school?**

Pupils due to start in Foundation, each September, are given a series of visits to school to meet their new class teachers and to experience school life.

**ii) Transfer between phases of education (e.g. early years to primary, primary to secondary etc)?**

At the end of Year 2 the Y2 pupils visit the Junior School, additional visits are made for pupils with high anxiety or other needs. In addition the Y3 teachers visit our school to teach the children in their own environment. TA's from the Junior School also make several visits to us to meet and work with the SEND children and their TA's. We may need to write a 'Social Story' to ease the transition for pupils with high anxiety and communication difficulties.

School and or Parents may also feel the need to arrange several transition meetings between the schools in order to alleviate pupil concerns.

We liaise closely with Staff when receiving and transferring children to different schools ensuring all relevant paperwork is passed on and all needs are discussed and understood. If your child has complex needs then an Education Health Care Plan review may be used as a transition meeting during which we will invite staff from both schools to attend.

**13. *Where can I access further information?***

Please visit our school website: [www.robertmiles-inf.notts.sch.uk](http://www.robertmiles-inf.notts.sch.uk)

Or contact us:

Mrs Greensmith  
Head Teacher  
Robert Miles Infant School  
School Lane  
Fairfield Street  
Bingham  
Nottinghamshire  
NG13 8FE

Tel: 01949 837422