

Local Offer: Template for Schools/Academies

The SEN Reforms place a statutory requirement on schools from 1 September 2014 to make information available to young people and parents about how the school supports children and young people with SEN. This information will form the main basis for the school's Local Offer, which has to be published on the school's website. Your website must include the name and contact details of your SENCO and a link to the Local Authority's Local Offer. We are currently working on the LA's Local Offer and we will advise you of our website link in due course.

This template has been designed by a working group of schools in Salford to help you to pull together information so that children and young people with Special Educational Needs (SEN) or disabilities and their parents/carers know what support they can expect if they attend your school/academy. You do not have to use this template but we hope that you find it useful.

The questions in the template are intended as prompts and reflect key issues that parents have told us they would like to know about when deciding which school could best meet their child's needs. It would also be good practice to consult your own pupils, parents about what to include in your Local Offer. One Salford school has already trialled the development of their local offer and their completed document is attached as an example. The Senior Leader for Special Educational Needs led on this piece of work and was supported by the SENCO and other staff. A stakeholder group of pupils, parents, staff and governors provided a useful consultation group for the school

When you have completed your Local Offer, please could you complete the following details and return the document by email to Children.families@salford.gov.uk . *Please could these be returned to us by 30th May 2014.*

School/Academy Name	Willow Tree Primary School
Name and contact details of your school's SENCO	Mrs Anna Reed 0161 921 2850

We want to ensure that we keep your information up-to-date. To help us to do this, please provide the name and contact details of the person/role responsible for maintaining details of the Local Offer for your school/academy

Name of Person/Job Title	Mrs Anna Reed - SENCO/ Inclusion Manager		
Contact telephone number	0161 921 2850	Email	willowtree.primaryschool@salford.gov.uk

Promoting Good Practice and Successes

The Local Offer will give your school the opportunity to showcase any good practice you have around supporting children with Special Educational Needs to achieve their full potential. If you have any examples of good practice or success stories, we would encourage you to include these on your Local Offer web pages. For reasons of confidentiality, please do not include a child/young person's full name in any case studies you promote.

I confirm that our Local Offer has now been published on the school/academy website.

Please give the URL for the direct link to your school's Local Offer	http://www.willowtreeprimary.org/policiesandstatutory.php		
Name	Anna Reed	Date	25/5/2014

Please return the completed form and the Local Offer document by email to: Children.families@salford.gov.uk

Local Offer: Willow Tree CE Primary School

Please read in conjunction with our SEN information Report!

Please do come in, visit us and look around to understand what makes Willow Tree an inclusive, caring and happy place to learn!

Teaching and Learning

- Additional support is provided for SEN pupils in a variety of forms according to their needs; this could be in the form of teaching assistants/teachers, resources, setting (in some year groups), small group/1-1 support, and access to an extensive intervention programmes, physical adaptations and appliances. The support is always tailored to the child's needs.
- School works closely with all outside agencies, to make sure that all children are able to access the curriculum. We buy in a Speech and Language therapist who supports our school on a weekly basis. The school also buy in an independent Educational Psychologist, who comes into school several times each half term to assess individual children.
- We are continually improving our bank of resources depending on the child's needs e.g. some children need more hands on practical resources, whilst others require specialist resources to help learn vocabulary.
- All our teaching assistants, several EY teachers are ELKLAN trained (a speech and language training programme to ensure that all have an understanding of how children acquire language and how best to support children) Staff carry out training on a regular basis in all areas of SEN needs.
- Designated time is given to SEN at staff meetings
- We provide a huge amount of support for our SEN children and we are continually evaluating and improving this provision. As the needs of our children change, so we provide the support they need.
- We support children with a range of specific needs and different members of the staff are trained in supporting these children.
- The school has an open door policy for parents to meet with the SENCO. Parents can speak to senior leaders and teaching staff when necessary.
- There is a teacher in our foundation stage who is responsible for the SEN needs of our very young children. She is available daily to speak and support parents.
- Together with the school SENCO our aim is to indentify our children's needs at an early age and put in the necessary support as soon as possible.

Annual Reviews

- Each year, annual reviews take place, where parents, schools and professionals meet to discuss progress and plan next steps for children with Statement/ECHP (Education Care Health Plan)}
- Annual reviews are arranged so it is convenient for all agencies involved with the child to attend.
- **All** parents of SEN pupils are invited to review and discuss their child's progress on a regular basis. An open door policy is in place if parents wish to come in to school and discuss any concerns with the SENCO. Any initial concerns should first be discussed with the class teacher.
- There are a range of teachers, TAs, Senior leaders and pastoral care staff in the school yard every morning (8.45-9.00) to meet children and parents.

Keeping Children Safe

- School opens at 8.45am, to allow the children to come in to school so they are ready for school starting at 9.00am. There are adults in the classrooms ready to meet and greet them. If there is a child who needs special arrangements to come into school then this is arranged and happens quite regularly. We look at the individual needs of every child and try to meet these where possible. Children are collected from the appropriate door at 3.20pm (3.10pm for Nursery and Reception children). Children are only allowed to be collected by a designated adult.
- If it is deemed necessary pupils may be offered emotional/social support during playtimes and lunchtimes. This may include inside clubs or buddying up with a peer or older child.
- The school also has a Nurture room to support children with a range of social and emotional needs.
- Risk assessments are always carried out prior to any activity taking place. School uses an online risk assessment system called 'EVOLVE' to complete risk assessments for all children going out of school on visits or trips. These assessments are completed by the key member of staff, checked by the named teacher responsible for "EVOLVE" and then finally checked by the Head Teacher.
- There are teachers and teaching assistants on duty during playtime and dinner times.
- The children have access to Time to Talk a drop in counselling session at playtimes.
- PE lessons are always supervised and if a child needs extra support then a TA will do this.
- A copy of our bullying policy can be found on our website.

Health (including Emotional Health and Wellbeing)

- A copy of the school's medication policy is available on the school's website. Also available is the school's asthma policy.
- Care plans are written in conjunction with parents, school health and school. Once a plan has been created, a copy is distributed to each adult who may come in contact with the child – this includes adults in school, as well as staff who may come to school for extra curricular activities.
- In an emergency, staff would follow the steps set out on the care plan. There are first aid trained staff on site at all times.
- Depending on a child's individual needs, we would ensure that relevant staff were trained. Recently we have a child who has developed diabetes. She has to have insulin in school. School worked closely with the health staff and the nurse came in to school to train a number of school staff in administering this appropriately.
- School works closely with Speech and Language, Educational Psychology, Sensory Support Teachers and School Health. We have a Speech and Language therapist in school one day a week, and trained Teaching Assistants who carries out Speech and Language intervention programmes. However, Parents are still expected to attend Speech and Language appointments outside of school if deemed necessary.
- The school has a Nurture Room lead by a Nurture trained teacher and TA. The teacher lead works closely with the Wigan Nurture Group to ensure all activities and programmes are relevant and effective. There is a Nurture trained TA in KS2 and one in KS1.
- We have a Family Support Officer and a Learning Mentor who work with children in need of emotional support.
- Children and adults have access to Place2B councillors on a one to one as part of planned sessions or as part of lunchtime drop in Time to Talk.

- There is a written procedure for emergencies. The school has several trained first aiders in all areas of the school.
- The school has a defibrillator with designated staff trained in its use.
- All staff are trained on Safeguarding /child protection every 3 years.
- All teaching staff and HLTAs have had training in supporting and dealing with children with asthma. There is a designated HLTA to work on asthma plans.

Communication with Parents

- Parents can find out 'who's who' on the school website. There is also a list of staff (including photos) on the web site.
- If you need to discuss your child, parents are welcome to contact the SENCo, or pop into the school office and if available the class teacher or SENCo will speak to you. If this is not possible, an appointment can be made.
- Parents of SEN children are invited to attend a meeting with the SENCo regularly. At this meeting progress will be discussed and all parties (child, teacher and parent) will be asked for their views and feedback about progress to date.
- Parents' Evenings take place twice a year.
- We have 'Stay and Play sessions in Early Years Foundation Stage, which parents always enjoy! Parents are invited in regularly to come in and support their children doing certain activities.
- The school sends out regular newsletters.
- The school has a Family Support Officer who is available to meet and support parents.
- The school also runs FAST (Families and Schools Together Programme) this is an early intervention programme which enables families and schools to work together to ensure families get the support they need to fulfil their potential in life.
- If the school needs to speak or contact parents, we can do this via emailing, texting, letter, telephone or a teacher will speak to directly with parents at the beginning or end of the day.

Working Together

- Home/School contracts are completed when the child first starts school.
- It is essential that school and parents have excellent communication. This is vital for the progress of the child. Parents are invited to attend parent's evenings, Stay and Play, Family Activity Sessions and Class Assemblies alongside other opportunities. There are several opportunities for parents to offer their opinions and advice.
- We have a group of parent/community reading volunteers. We also have Friends of Willow Tree. They work extremely hard providing a wide range of opportunities for our children to have fun, but raise money at the same time! If you are interested in joining, please enquire at the school office.
- The SENCo works very closely with the Family Support Officer, Mr Hugh Thorpe.
- The SENCo provides an Annual SEN Report to the Governing Body. This is statutory responsibility.

What Help and Support is available for the Family?

- We have a Family Support Officer (FSO), who works with parents, helping them through a wide variety of issues. He is in the playground each morning, but can also be contacted at any time through the school office.
- If parents need any support with accessing information, advice, guidance, completing paperwork, support can be given by either Mr Thorpe (FSO), Mrs Reed (SENCo) or Mrs Camp (Learning Mentor).
- The School runs Incredible Years (Webster Stratton Parenting Class)
- FAST club
- Parent Counselling available through Place 2 Be

Transition from Primary School and School Leavers

- Towards the end of Year 6, children may attend day visits to their new high school. Emotional support is offered, if deemed necessary, with sessions with our learning mentors.
- High School SENCos who are receiving our SEN children come to meet Mrs Reed and the Y6 teachers to ensure information and records are successfully passed on and the High School has a thorough understanding of the children's needs.
- For children with statements / ECHP (Education Care Health Plan) a transition plan will be developed during the Year 6 SEN review meeting . The school always invites the appropriate High School SENCo to attend.
- Parents are welcome to come in to discuss any concerns they may have. We can help support families too during this transition.
- Place 2 Be run a transition group for identified children

Extra Curricular Activities

- We have a breakfast club (contact school for more details)
- School provides a wide variety of after school clubs. These vary from term to term.
- There are many opportunities for children to go on class trips to enhance their learning and curriculum opportunities
- All school trips are inclusive. If additional support is needed due to a child's SEN needs, then this is planned for. No SEN child will be excluded from an activity due to their need – we will always try to think of a workable solution.
- There are residential opportunities for children in Year 6
- School has strong links with a community artist who regularly works with the children.

Web link to Key Policies

e.g. Behaviour policy, Antbullying policy, SEN policy, Medicines Policy. E- Safety /Acceptable Use Policies

<http://www.willowtree.salford.co.uk/policies/>