

## Who are the best people to talk to in this school about my child's difficulties with learning/Special Educational Needs or Disabilities?

- ❖ We encourage parents to contact their child's class teacher with any concerns. Please arrange a mutually convenient time to discuss the difficulties.
- ❖ If your child has difficulties of a medical nature we would ask you to contact the school's business manager, Mrs Gail Booker. A medical plan can be devised and medication can be administered.
- ❖ If concerns remain we ask parents to contact the Head teacher (Mr. J. Stringer) or SENCO (Miss A. Gould).
- ❖ In the unlikely event that a concern is not resolved, parents are asked to contact the Chair of Governors.

### The SENCO - Miss Gould (temporarily Mrs Chopra)

- ❖ As SENCO I co-ordinate the specific provision to support children with SEND.
- ❖ I am responsible for writing and implementing the Special Educational Needs and Disabilities Policy.
- ❖ I liaise with the class teachers and special educational needs teaching assistants. Together we monitor pupils' progress and arrange further or different provision if progress is slower than expected.
- ❖ I also liaise with a range of external agencies who can give us more specialised advice and support.
- ❖ I monitor relevant continuing professional development for all staff and contribute to in-service training.

- ❖ I oversee the records of all children with special educational needs and ensure they are up to date.
- ❖ I lead on the development of high quality SEND provision as an integral part of the school improvement plan.
- ❖ I work with the Head teacher and the school governors to ensure that the school meets its responsibilities under the Equality Act (2010) with regard to reasonable adjustments and access arrangements.
- ❖ I report to the School's governors every term, having analysed the progress made as shown in the tracking of the teacher assessments for SEND children.
- ❖ If you have concerns about any SEND matters, please contact me.