



# THE CATHEDRAL SCHOOL OF ST. SAVIOUR AND ST. MARY OVERIE

## **Special Educational Needs and Disability** **Information Report**

**Reviewed: 1<sup>st</sup> March 2017**  
**Review Date: 1<sup>st</sup> March 2018**

### VISION/MISSION

#### **Cathedral's Mission Statement**

Cathedral School strives to provide an attractive, safe and well ordered child centred place of learning within a Christian context.

Maintaining and sustaining the highest standards of teaching and learning is the key concern of governors and staff. The school seeks to work positively with parents and carers to fulfil the school's expectation that all pupils are enabled to achieve at the highest level of which they are capable.

As a Church of England Voluntary Aided School, Christian values are built into the ethos. There is a daily act of collective worship, which encourages spiritual development and a mutual understanding of life together.

We place a strong emphasis on positive mutual understanding partnerships between home and school, the Governing Body and Parish life. We attach a high priority to active involvement building a sense of community, by providing a model of service to all.

## WHOLE SCHOOL/SETTING APPROACHES

### Information on policies, people and statutory guidance

#### *“What kinds of special needs are provided for in this school/setting?”*

At Cathedral School, we believe that every pupil, regardless of gender, race or disability, has a right to equal access to a broad and balanced curriculum.

We consider it essential that the curriculum is presented in a supportive and stimulating atmosphere, which values each child and encourages them to achieve their full potential.

This encompasses the four main areas of SEND.

- Communication and interaction
- Cognition and learning
- Social, mental and emotional health
- Sensory and/or physical

Cathedral Primary School’s SEND Information Report should be read in conjunction with the following:

Anti-Bullying Policy

Accessibility Plan

Behaviour Policy

Home School Agreement

Safeguarding Policy

SEND and Inclusion Policy

Southwark Council Schools’ Single Equality Scheme

Statement of Principles on Pupil Discipline and Behaviour

<http://www.cathedralprimaryschool.com/about-the-school/policies/>

The Cathedral Primary School SEN Information Report is written with full regard to the United Nations Convention on the Rights of the Child.

#### *“Who is involved?”*

All people regarding Special Educational Needs at Cathedral School are named below can be contacted by the following ways.

<b>Postal:</b>	The Cathedral School of St Saviour and St Mary Overie Redcross Way London SE1 1HG
<b>Telephone:</b>	020 7407 2600
<b>Fax:</b>	020 7089 4250
<b>Email</b>	school.admin@btconnect.com
<b>Website</b>	<a href="http://www.cathedralprimaryschool.com/contact-us/">http://www.cathedralprimaryschool.com/contact-us/</a>

**SENCO: Mr Rojas**

Responsible for:

- Coordinating all the support for children with special educational needs or disabilities (SEND) and developing the school's SEND Policy to make sure all children get a consistent, high quality response to meeting their needs in school.
- Ensuring that you are:
  - Involved in supporting your child's learning
  - Kept informed about the support your child is getting
  - Involved in reviewing how they are doing
- Liaising with all the other people who may be coming into school to help support your child's learning e.g. Speech and Language Therapy, Educational Psychology.
- Updating the school's SEND register (a system for ensuring all the SEND needs of pupils in this school are known) and making sure that there are detailed records of your child's progress and needs.
- Providing specialist support for teachers and support staff in the school so they can help children with SEND in the school achieve the best progress possible.
- Monitor the impact of policies and the effectiveness of provision in the school.
- Working with the Local Authority and External Consultants to implement and monitor Cathedral's provision.
- Working with the Southwark Local Authority to implement the new code of practice across a local hub of schools.

**Class Teacher**

Responsible for:

- The progress of your child and identifying, planning and delivering any additional help your child may need (this could be things like targeted work, additional support) and informing the SENCO as necessary.
- Writing Individual Learning Plans (ILPs), and sharing and reviewing these with parents at least once each term. These ILPs are also used to inform planning for the next term.
- Ensuring that all staff working with your child in school are helped to deliver the planned work/programme for your child, so they can achieve the best possible progress. This may involve the use of additional adults, outside specialist help and specially planned work and resources.
- Ensuring that the school's SEND Policy is followed in their classroom and for all the pupils they teach with any SEND.

**Headteacher: Mrs Scott**

Responsible for:

- The day to day management of all aspects of the school, this includes the support for children with SEND.
- The Headteacher will give responsibility to the SENCO and class teachers but is still responsible for ensuring that your child's needs are met.
- The Headteacher must make sure that the Governing Body is kept up to date about any issues in the school relating to SEND.

**SEN Governor: Janet Whitehead**

Responsible for:

- Making sure that the necessary support is made for any child who attends the school who has SEND.
- Monitoring the effectiveness of SEND provision in the school.

**Home School Liaison Officer: Jo McEwan**

Responsible for:

- To work alongside teachers and appropriate school staff in order to address other issues i.e. underachievement, behavioural and emotional problems.
- Run nurture groups to support emotional wellbeing.
- To work with parents to assess the reasons for poor attendance and to address the problems in the appropriate way.
- To monitor attendance and respond in a timely way to reduce absences.
- To work closely with colleagues to promote a team approach for co-ordination, support and evaluation.
- To work as part of the team to ensure the successful integration of all children into school.
- To take responsibility within the team for child protection and safeguarding issues, monitoring and training.
- To contribute as required to the full assessment of children's special educational needs.
- To establish and develop multi-disciplinary links with other agencies involved with all families e.g. Social Services and Housing.
- To establish good working relationships with colleagues in adjacent authorities and to set up protocols for efficient exchange of information.

**The Dioceses of Southwark: Canon Michael Rawson Governor and Link to Southwark Cathedral**

Responsible for:

- The inclusion of children and young people as members of the Christian community in this place, to the task of their faith development and to their safety.
- Continuing to work with children and young people through the Cathedral Choirs (link to Choirs and Music) and the Education Centre (link to Education Centre).
- The provision of a high quality Sunday School for KS 1 and 2 children.
- The provision of other occasional events for children of this age group (e.g. the Good Friday Workshop).
- The provision of appropriate pastoral support and care to both children and their families.
- The provision of opportunities for families with children of all ages to participate in the life of the Cathedral.



More information about our school SEND Policy can be found on our school website by clicking the link below.

<http://www.cathedralprimaryschool.com/about-the-school/policies/>

***“Where can I find out about what is available locally for me, my family or my child?”***

Southwark Local Authority has published its own Local Offer which can be accessed by the link below.



*Information for Parents and Young People: Special Educational Needs and Disability 0-25*

## **Wider World of School: Approaches to extra-curricular activities and pastoral care**

***“How will my child be welcomed into the school/setting?”***

We recognise that transition – both into school and from Cathedral School on to other schools – can be both an exciting but worrying time for children and their parents. To help children feel welcome:

- We spend time working with new parents/carers whose children will be taking a Nursery or Reception place. Depending on the situation, this can include visiting the family at home or seeing the child in an Early Years setting to make sure we are prepared to meet their needs on entry
- We encourage all new children to visit the school prior to starting where they are shown around the school and meet some key members of school staff
- For children with SEND, we encourage further visits to assist with getting used to the new surroundings
- We also visit children in their current school or setting, and talk with you about what will make your child feel most secure and settled.

## **Admissions**

***“How will my child be supported to be part of the school/setting?”***

We believe that every child is an individual and should be valued. We believe that all children should have their needs met and should be given an equal access to the curriculum. Our aim is to provide individual and small group provision for those children with Special Education Needs and or Disability, whatever those needs may be so that they can reach their full potential. We feel that their contribution to school life should be valued and we seek to build their self-esteem.

Please see our admission page on the school website for the admission policy

***“How does the schools facilities cater for disabled people?”***

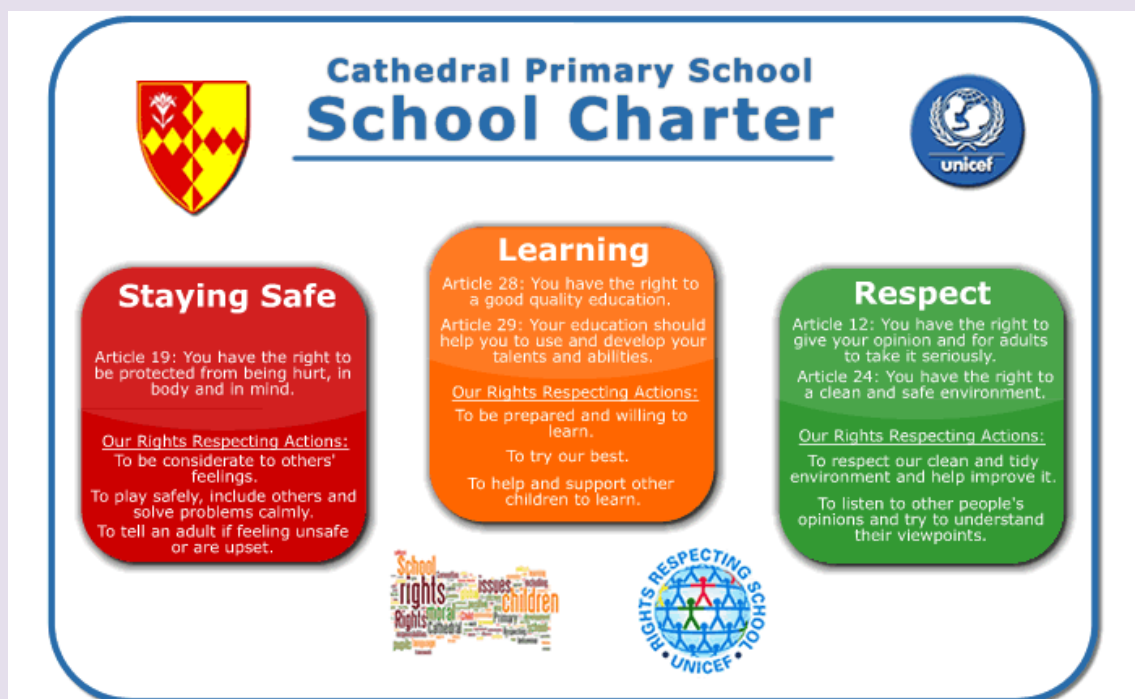
We are a single storey building which has recently been adapted to include ramps for wheelchair access. We are have improved our facilities for visually impaired adults and children and we have extensive Information and Communication (ICT) facilities which allow students of all abilities to use word processing as an aid to learning. We endeavour to provide any necessary equipment needed to include all children and allow them to access the curriculum successfully.

Please see accessibility plan on the link below.

<http://www.cathedralprimaryschool.com/about-the-school/policies/>

***“How is behaviour managed?”***

Behaviour in school is based upon respecting others and their rights, motivation, self-esteem. Children must know what is expected of them, and why. They must be able to see good models of behaviour from all adults. To this end, the staff of the school have agreed a common approach, working together to ensure good relationships between members of the school community. The approach is based on reward and reinforcement of good behaviour and attitudes. The whole school charter underlines some of the most relevant of children’s rights to the school environment and suggests some actions they need to live out if everyone in school is to enjoy these rights.



**“Education must develop every child’s personality, talents, and abilities to the full. It must encourage the child’s respect for human rights...” (United Nations Convention on the Rights of the Child Article 29)**

**“Every child has the right to relax, play and join in a wide range of cultural and artistic activities.”  
(UNCRC Article 31)**

Cathedral Primary School, as a community, recognises the existence of bullying and is proactive in dealing with it effectively.

*We believe that all children should be equally valued in school. We will strive to eliminate prejudice and discrimination, and to develop an environment where all children can flourish and feel safe.*

At Cathedral Primary School staff, parents and children work together to create a safe, caring, learning environment. Bullying, either verbal, physical or indirect will not be tolerated. It is everyone's responsibility to aim to prevent occurrences of bullying and to deal with any incidents quickly and effectively.

Bullying can be brought to the attention of staff either by the target(s), their friend(s), their parent(s) or other interested people.

Please refer to our Anti-bullying policy.

<http://www.cathedralprimaryschool.com/wp-content/uploads/2012/03/Anti-Bullying-Policy.pdf>

**“What support will there be for my child/young person’s overall wellbeing?”**

We have a range of strategies to support children's emotional and social well-being and development: Small group support to develop social skills and self-esteem, Lunch clubs for Key Stage One and Two, Opportunities to children to contribute to the school community and develop their own strengths, One to one support from our Home school Liaison officer. We also ensure that relevant staff are aware of any medical needs of the children in their care and have the skills to support these children (e.g. epipen training, awareness of food allergies)

We are also fortunate enough to offer pastoral care as a Church of England school through the Dioceses of Southwark, please see link above.

**“What extra-curricular activities can my child participate in?”**

- We make sure activities outside the classroom and school trips are available to all.
- Risk assessments are carried out for each trip and suitable number of adults is made available to accompany the pupils, with 1:1 support if necessary.
- Parents/carers are invited to accompany their child on a school trip if this ensures access. The Parent must have the appropriate DBS check. (See the school office for details)
- After school clubs are available to all pupils. Vulnerable pupils are given priority and adjustments will be made to support their participation.
- Health and safety audits will be conducted as and when appropriate.

**Approaches to Teaching and Learning**

**“How will teaching be adapted to meet the needs of my child?”**

All children receive class teacher input via good and outstanding classroom teaching:

- The teacher will have the highest possible expectations for your child and all pupils in their

class.

- All teaching is based on building on what your child already knows, can do and can understand.
- Putting in place different ways of teaching so that your child is fully involved in learning in class. This may involve things like using more practical learning or providing different resources adapted for your child.
- All lessons are differentiated to meet the needs of your child and class.
- Grouping of ability, mixed and independent work is used to support all pupils.
- Putting in place specific strategies (which may be suggested by the SENCO or staff from outside agencies) to enable your child to access the learning task.

For further information about teaching and learning at Cathedral school click the link below to explore our class blogs. <http://www.cathedralprimaryschool.com/>

***"Does my child have a say?"***

***"How will you involve my child with SEN in making decisions about their education?"***

Every effort will be made by all staff to engage with children when discussing their education and specific SEN. At every stage of target setting, review and evaluation of impact, the pupil's voice will be heard. If the particular SEN makes communication difficult then children will be observed in the classroom environment to establish what they like and a conversation will be held with those who know the child best such as parents to establish preferences and ambitions. Visual communication tools such as the Picture Exchange Communication System (PECS) will also be utilised in establishing a child's preferences and views on their own education and targets.

***"Individual Education Plan (IEP's)"***

An Individual Education Plan (IEP) records that which is additional to, or different from, the differentiated curriculum and will focus upon three or four individual targets that match the child's needs and have been discussed with the child and the parents. Strategies employed to enable a child to progress will be recorded within an IEP. The IEP will include information about:

- The short-term targets set for the child.
- The teaching strategies to be used.
- The provision to be put in place.
- When the plan is to be reviewed.
- Outcomes (to be recorded when ILP is reviewed).

Progress towards the targets is discussed at Parent's evenings, or by request at other times through discussions with the class teacher or SENCO.

The IEP will be reviewed termly and parents' views on their child's progress will be sought. Wherever possible, the child will also take part in the review process. At the IEP review decisions are made about the future actions that may be taken to meet the child's needs. These may be:

- a) To reduce the amount of help.



- b) To continue with the existing level of help with new targets being set.
- c) To increase the level of intervention if there has been little progress.

### ***“Pupil Involvement”***

The Individual Education Plan (IEP) is concerned with the setting of targets and understanding the support needed to help them move forward with their learning. It is essential that pupils are actively involved in their IEP's. This means pupils must know and understand their targets and know what to do to achieve them, and who will help them to achieve.

### ***“How will I know how my child is doing?”***

At Cathedral School your child's progress is continually monitored by his/her class teacher, SENCO and Senior Leadership Team.

- His/her progress is reviewed every half term and a National Curriculum level given in reading, writing, numeracy.
- If your child is in Year 1 and above, but is not yet at National Curriculum levels, a more sensitive assessment tool is used which shows their level in more detail and will also show smaller but significant steps of progress. The levels are called 'P levels'.
- At the end of each key stage (i.e. at the end of year 2 and year 6) all children are required to be formally assessed using Standard Assessment Tests (SATs). This is something the government requires all schools to do and are the results that are published nationally.
- Children on the School SEND register will have an Individual Education Plan (IEP) which will be reviewed with your involvement, every term and the plan for the next term made.
- The progress of children with a statement of SEND/ EHC Plan is formally reviewed at an Annual Review with all adults involved with the child's education.
- The Senior Leadership Team and SENCO will also check that your child is making good progress within any individual work and in any group that they take part in.
- A range of ways will be used to keep you informed, which may include:
  - Homework Diary and Reading Journals
  - Parents evenings
  - Additional meetings as required
  - Reports
  - Weekly newsletters
  - School Website
  - Curriculum Evenings

<http://www.cathedralprimaryschool.com/parents/clubs/>

### ***“What skills do the staff have to meet the needs of my child?”***

- The SENCO's job is to support the class teacher in planning for children with SEND.
- The school has a school development plan, including identified training needs for all staff to improve the teaching and learning of children including those with SEND. This may include

whole school training on SEND issues or to support identified groups of learners in school, such as ADHD, Autism and Dyslexia.

- Whole staff training to disseminate knowledge, strategies and experience, to ensure consistency of the school's approach for children with an SEND.
- Individual teachers and support staff attend training courses run by outside agencies that are relevant to the needs of specific children in their class e.g. from the ADHD, Team Teach service, 1<sup>st</sup> Class Number or medical/health training to support staff in implementing Medical Care Plans.

### **Information about early identification, assessment and intervention**

#### ***“What happens if I am worried about my child?”***

If you tell us you think your child has a SEND, we will discuss this with you and investigate– we will share with you what we find and agree with you what we will do next and what you can do to help your child.

#### ***“How do you identify children who may have special needs?”***

#### ***“How do I get to know if my child has SEND?”***

At Cathedral School when children have an identified SEND before they start here, we work with the people who already know them and use the information already available to identify what their SEND will be in our school setting.

If our staff think that your child has a SEND we will observe them; we will assess their understanding of what we are doing in school and use tests to pinpoint what is causing difficulty (what is happening and why) and meet with you to discuss further strategies and support.

#### ***“How will my child manage test and exams?”***

At Cathedral School all SEND children will have their exams needs met by determining which access arrangements best suit the needs of your child.

This may include:

- Different exam room
- Additional time
- Scribe
- The use of Technologies

**Information on the schools graduated approach -Assess, Plan, Do, Review**

***What happens if my child does have SEN?***

Support for children with identified special needs starting at this school:

- We will first invite you to visit the school with your child to have a look around and speak to staff
- If other professionals are involved, a Team Around the Child (TAC) meeting will be held to discuss your child's needs, share strategies used, and ensure provision is put in place before your child starts
- The SENCO and/or your child's key person may make a home visit or visit your child if they are attending another provision
- We may suggest adaptations to the settling in period to help your child to settle more easily

Children with specific barriers to learning that cannot be overcome through whole class good and outstanding teaching (Quality First Teaching) and intervention groups:

- If your child has been identified as needing more specialist input in addition to good and outstanding class room teaching and intervention groups, referrals will be made to outside agencies to advise and support the school in enabling your child to make progress. This is usually done by filling out a CAF form and referring it to Southwark Early Help Team.
- Before referrals are made you will be asked to come to a meeting to discuss your child's progress and help plan possible ways forward.
- If it is agreed that the support of an outside agency is a way forward, you will be asked to give your permission for the school to refer your child to a specialist professional.

We maintain close links with professionals from a wide variety of external agencies. Our pupils with Special Educational Needs receive additional teaching support, advice and assessment from the Local Education Authority (LEA), There are a range of services we draw upon – Speech and Language Therapy, Physiotherapy, Occupational Therapy, Paediatricians (including the Social Communication Clinic at Sunshine House Child Development Centre), Child and Adolescent Mental Health Services (CAMHS) and specialist teaching staff (e.g. specialist teachers for literacy difficulties, teachers for the Deaf, teachers who work with children with visual impairment or Autism, etc.)

*The specialist professional will work with your child to understand their needs and make recommendations, which may include:*

- Making changes to the way your child is supported in class e.g. some individual support or

changing some aspects of teaching to support them better.

- Support to set targets which will include their specific professional expertise
- Your child's involvement in a group run by school staff under the guidance of the outside professional e.g. a social skills group or sensory circuit
- A group or individual work with outside professional

## **Education Health and Care Assessments and Plans**

### ***“What if I think my child needs more help than the school can provide?”***

If you or the school believe that your child needs more support than the current provision set in place either you or the School can request that the Local Authority carry out a statutory assessment of your child's needs. This is a legal process and you can find more details about this in the Local Authority (LA) based Local Offer, on the Southwark web site:

<http://localoffer.southwark.gov.uk/education--health-and-care-plan/>

After the school have sent in the request to the Local Authority (with a lot of information about your child, including some from you), they will decide whether they think your child's needs (as described in the paperwork provided), seem complex enough to need a statutory assessment. If this is the case they will ask you and all professionals involved with your child to write a report outlining your child's needs. If they do not think your child needs this, they will ask the school to continue with the support at SEN Support.

- After the reports have all been sent in the Local Authority will decide if your child's needs are severe, complex and lifelong and that they need more support in school to make good progress. If this is the case they will write a Educational Health Care Plan (EHCP). The Statement or EHCP will outline support your child will receive from the LA and how the support should be used and what strategies must be put in place. It will also have long and short term goals for your child.

This may be used to support your child with whole class learning, individual programmes or small groups including your child. Each child's programme will vary depending on the needs of the child and the targets set in the EHCP.

We may be able to offer in-house programs like:

Alpha to Omega a linguistic approach to teaching of reading, writing and spelling.

1<sup>st</sup> Class Number KS1 and KS2 supporting understanding of number.

Code-Breaker Phonics

Nessy-Spelling and Reading

Clicker 7

Speech and Language Therapy

Nurture groups through our Home School Liaison Officer.

We will always use the advice of external agencies e.g. an Educational Psychologist and Speech and language Therapist to help develop and review each child's needs.

***“What if the Local Authority says no?”***

If the LA decides not to issue an EHCP, they will write to you informing you of their decision. Ask the school to review or continue with the support at the current level and also set up a meeting in school to ensure a plan is in place to ensure your child makes as much progress as possible.

**Arrangements for supporting transitions for pupils with significant SEND**

***“How will the school help my child to manage the transitions into the school, into a new class or on to a different school/adulthood?”***

We recognise that transitions can be difficult for a child with SEND and take steps to ensure that any transition is as smooth as possible.

- If your child is moving to another school:
  - We will contact the school SENCO and ensure he/she knows about any special arrangements or support that need to be made for your child.
  - We will make sure that all records about your child are passed on as soon as possible.
- If your child is entering Nursery or Reception
  - We spend time working with new parents/carers whose children will be taking a Nursery or Reception place.
  - Depending on the situation, this can include visiting the family at home or seeing the child in an Early Years setting to make sure we are prepared to meet their needs on entry
- When moving classes in school:
  - Information will be passed on to the new class teacher IN ADVANCE and in most cases, a planning meeting will take place with the new teacher.
  - All ILP will be shared with the new teacher.
  - Depending on the needs of the child additional support, a visit to their new classroom can be provided to help them in their understanding their moving on.
- When moving into Cathedral School during the academic year:
  - We will meet with you and your child to discuss their needs and decide how to best transition into Cathedral School.
  - We will liaise with previous School SENCO to discuss the provision and obtain records from external agencies.
  - Organise a TAC meeting six weeks after starting to discuss the transition and ongoing support.
- In Year 6:
  - We fully support parents in making decisions about the secondary school they choose for their children and work with them to ensure the transition from KS2 to KS3 is smooth.
  - The SENCO will attend the Primary Transition Day to discuss the specific needs of your child with the SENCO of their secondary school, and the specialist session for students as appropriate.

- Your child will have opportunities to learn about aspects of transition to support their understanding of the changes ahead.
- Secondary School support workers are invited into school.
- Where possible your child will visit their new school on several occasions and in some cases staff from the new school will visit your child in this school.

### **Information about funding and resources**

#### ***“How will the school fund the support needed for my child?”***

The most valuable resource is personnel who are able to give SEN pupils small group or individual attention. We use ancillary staff and volunteers from the Financial Times under the direction of the class teacher to support pupils. Parents are also a valuable resource, helping pupils in the classroom. The teacher should cater for the needs of all the pupils and a range of styles and approaches adopted. All classes and staff involved have access to equipment useful for SEN and additional equipment, teaching materials, reading material is available in the SENCO cupboard in the Teacher’s Resource Room. Specially required equipment is available and can be ordered through the SENCO if financially viable.

The school budget, received from Southwark Local Authority, includes money for supporting children with SEND.

- The Headteacher decides on the budget for Special Educational Needs and Disabilities in consultation with the school governors, on the basis of needs in the school.
- The Headteacher and the SENCO discuss all the information they have about SEND in the school, including:
  - the children getting extra support already
  - the children needing extra support
  - the children who have been identified as not making as much progress as would be expected
  - Deciding what resources/training and support is needed.
- All resources/training and support are reviewed regularly and changes made as needed.

## Information on where to find further support

*“Where can I or my child get further help, information and support?”*

There are a number of local and national services designed to support parents and carers on many SEND areas. Some popular services are listed below:

### Southwark Information Advice and Support Service

The Southwarks' Information Advice and Support (SIAS) team is an arms-length service which offers impartial advice to parents and young people. The SIAS team believes that every journey counts and therefore ensures our services provide parents, children and young people with the information and support necessary. The SIAS team has been established to ensure that parents, carers of children and young people aged 0 to 25 years old with special educational needs and disabilities (SEND) have access to information, advice and guidance to allow them to make informed decisions about their education and 16 plus choices.



# Information, Advice and Support

### Contact a family

Contact a Family Southwark supports families living in Southwark who have disabled children between the ages of 0 and 19. They offer a wide range of services to families with disabled children including GRAPEVINE a regular, free, newsletter which is available from their website.



### UK Family information service

The Family Information Service (FIS) provides information on local services available to children, young people and families in Southwark. They can assist with:

- Registered childcare, including children's centres, childminders, nurseries, pre schools , breakfast clubs, after school clubs and holiday play schemes

- Help towards childcare costs
- Free early education



### **Southwark Family information directory**

The information directory is for parents, young people and practitioners to look up services for children, young people and families, including:

- Parenting support
- Health care
- Money matters
- Law
- Support groups
- Activities



### **Complaints procedures**

#### ***“How do I complain if I am not happy with what is happening for my child?”***

Depending on the nature of the concern, you may wish or be asked to follow the schools formal complaints procedure. For the school to be able to investigate a complaint, the complaint needs to be made within three months of the incident occurring otherwise it will not be investigated. The prime aim of Cathedral Primary School s policy is to resolve a complaint as fairly and speedily as possible. Whilst formal complaints will be dealt with in a sensitive, impartial and confidential manner, malicious complaints may incur appropriate action by the school.

Please see complaints policy on the school website if you require further information.

<http://www.cathedralprimaryschool.com/about-the-school/policies/>