

**Federation of Fairfield Infant  
School & Colneis Junior  
School**

# SEND Information Report

Updated September 2024

This report forms part of the Suffolk Local  
Offer for Learners with SEND.

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## What is the SEND Information Report?

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Welcome to our SEND Information Report for Fairfield Infant School and Colneis Junior School. The SEND Information Report is specific to the school and includes information regarding the provision for pupils with SEND that is available at that school. This report forms part of the Suffolk Local Offer for Special Educational Needs and Disability. As a school we have a legal duty to publish this information and to review it annually.

## Our Vision for SEND at Fairfield Infant School & Colneis Junior School

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At Fairfield and Colneis, we firmly believe that all pupils should be able to achieve their potential and become confident learners who lead fulfilling lives. We are proud to provide a safe, stimulating and inclusive learning environment where every member of our school community is valued and respected. We offer a broad, balanced and creative curriculum which provides opportunities for everyone to achieve and succeed.

It is the duty of all staff to support and teach every pupil including those with SEND. Within our schools, every teacher is a teacher of pupils with SEND and all our teaching and support staff are totally committed to helping all of our pupils achieve their full potential.

At Fairfield and Colneis, we strive to ensure that the following principles are incorporated into our school:

- To provide every opportunity for all of the pupils with Special Educational Needs and Disabilities within our Federation to achieve their potential.
- To raise the aspirations and expectations for all pupils with Special Educational Needs and Disabilities within the Federation.
- To take a personalised approach to learning, recognising that every individual has different needs and requires differing support to reach their full potential.
- To ensure that all pupils with Special Educational Needs and Disabilities are fully integrated in to the life of the school and are given the opportunities to take part in all activities within school and the wider community.

We believe education is a partnership between the pupil, parent/carer and teacher so the views, thoughts and wishes of pupils and families will be actively sought and the planning and implementation of a support plan will be achieved collaboratively.

Our provision will be underpinned by high quality teaching, planned and delivered by the class teacher and include targeted intervention where required.

## Our SENDCo

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Our SENDCo, Miss Emma Gooding, works across the Federation supporting children across all ages from 3-11. Emma is a qualified teacher who has a passion for ensuring inclusion for all. Emma holds the National Award for SENDCo and has been a SENDCo for 8 years.



Our Deputy SENDCo, Ms Kathy Spurgeon also works across the Federation supporting children across all ages from 3-11. Kathy is a qualified teacher with over 25 years teaching experience. Kathy holds the National Award for SENDCo has been a SENDCo for 1 year.

The responsibilities of the SENDCo and Deputy SENDCo at Fairfield and Colneis include:

- Overseeing day to day operation of the SEN policy and co-ordinating provision for pupils
- Advising teaching and non-teaching staff working day to day with pupils on the graduated approach to providing SEN support and contributing to the training offer for staff
- Co-ordinating and developing school-based strategies for the identification and review of pupils with SEN
- Monitoring the progress of pupils on the SEN Register and overseeing the records of all pupils with SEN
- Supporting teachers in liaising with parents/carers of pupils with SEN
- Supporting school transitions
- Liaising with external agencies and making external referrals, where appropriate

In addition, the governing body has a dedicated SEND governor, Ian Mackenzie, who oversees the SENDCo in their role.

Our SENDCo and SEND Governor can both be contacted via the school offices.

### **Fairfield Infant School**

Telephone: 01394 283206

Email: [fairfieldoffice@fairfieldandcolneis.co.uk](mailto:fairfieldoffice@fairfieldandcolneis.co.uk)

### **Colneis Junior School**

01394 284052

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## What is SEND?

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SEND stands for Special Educational Needs and Disability.

The SEND Code of Practice defines Special Educational Needs in the following way:

*'A pupil has SEN where their learning difficulty or disability calls for special educational provision, namely provision different from or additional to that normally available to pupils of the same age.'*

This means provision that goes beyond the differentiated approaches, learning approaches and learning arrangements normally provided as part of high quality, differentiated teaching. It may take the form of additional support from within the school setting or require involvement from support services.

Many pupils who have SEN may also have a disability under the Equality Act (2010). The Equality Act defines a disability in the following way:

*'A physical or mental impairment which has a long-term and substantial adverse effect on their ability to carry out normal day-to-day activities.'*

## The SEND Code of Practice

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In 2014, a new Code of Practice for Special Educational Needs and Disabilities was established. The latest version of this document can be found via the following link:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/398815/SEND Code of Practice January 2015.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/398815/SEND_Code_of_Practice_January_2015.pdf)

The SEND Code of Practice (January 2015) clearly states that schools must do their best to ensure that all pupils receive an appropriate education that fulfils their needs and enables them to reach their potential; including all pupils with special educational needs and disabilities. There must be an identified teacher who is responsible for ensuring that this is in place for pupils with SEND and for ensuring that parents are aware if their child has been identified as having SEND; this person is called the SENDCo. There must also be an identified governor who is responsible for ensuring that the school is doing its best for pupils with SEND.

## What is the Local Offer?

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The SEND Code of Practice requires all Local Authorities to publish their arrangements for children and young people with SEND. This means that parents and carers can see what is offered across the county and what they can expect to be produced for their child. This information is referred to as the Local Offer. The purpose of the Local Offer is to provide choice and transparency for families. It is an important resource for parents and carers in

understanding the range of services and provision in the local area and should support them in making informed choices and decisions regarding their child's education.

A short video explaining the Suffolk Local Offer can be found here:

<https://www.youtube.com/watch?v=rChN2dYO4B0&feature=youtu.be>

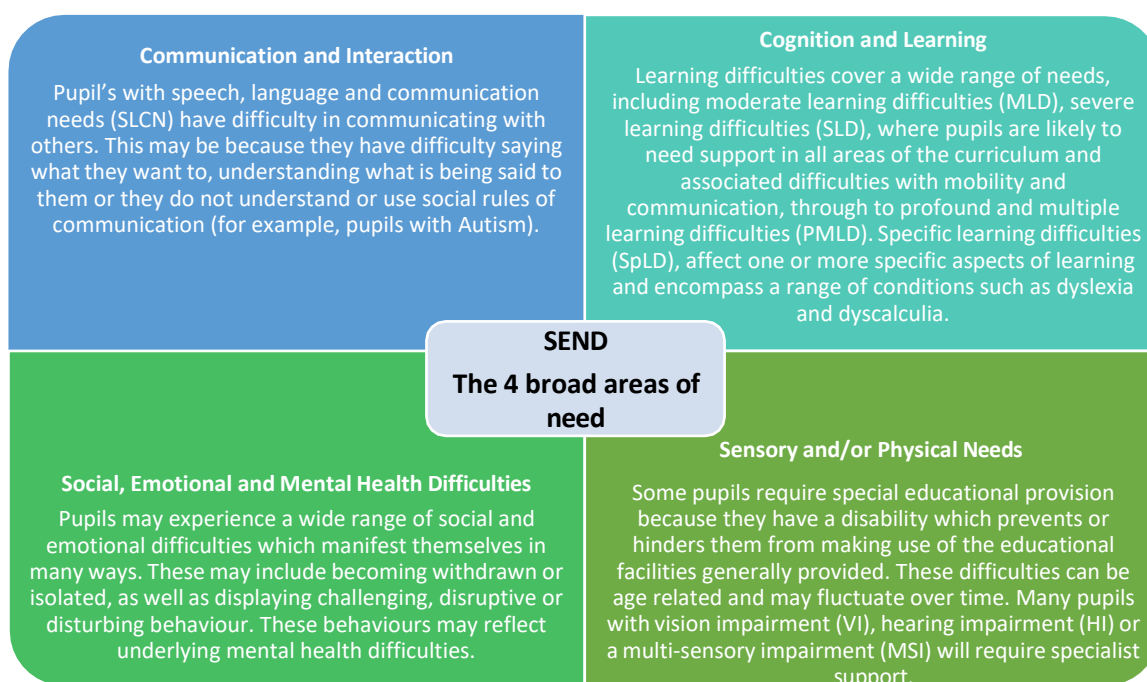
Suffolk's Local Offer Website can be accessed via the following link:

<https://infolink.suffolk.gov.uk/kb5/suffolk/infolink/localoffer.page?localofferchannel=0>

# What kinds of SEND needs can we support in our school?

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In accordance with the SEND Code of Practice, we categorise SEND under one or more of the four broad areas of need: cognition and learning; communication and interaction; social, emotional, mental health; sensory and/or physical. We recognise that often your child will have their own unique combination of needs and may have needs within more than one area.



At Fairfield and Colneis, we aim for all pupils with SEND to learn within mainstream classrooms, with the necessary support. All teachers are teachers of SEND and adapt learning experiences to meet individual need and plan support accordingly to ensure that every pupil accesses learning and makes progress from their starting points. Support staff are trained to provide the necessary support, but at the same time encourage independent thinking and growing confidence. We also provide a range of targeted interventions that cater for individual pupil need. To this end, we are confident that we can meet the needs of pupils across all four categories of SEND.

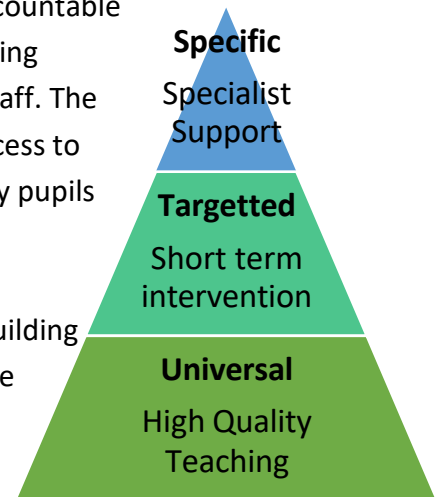
We also make provision for pupils who may require a dual placement, enabling them to spend part of their week in a specialist provision. The aim is always to ultimately reintegrate these pupils back into full time, mainstream provision. In a minority of cases, we may seek (with parental approval) a permanent move into a specialist setting. This would happen when a pupil's needs are complex and severe and their needs can be better provided for in a long-term specialist environment.



# What is the school's approach to teaching children with SEND?

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All of our teachers are teachers of SEND and are responsible and accountable for the progress and development of the pupils in their class, including where pupils access support from teaching assistants or specialist staff. The first step in meeting a pupil's additional needs is always through access to high quality teaching that is adapted to the individual's needs. Many pupils will have their additional needs met through excellent targeted classroom teaching where the teacher holds the highest possible expectations for all pupils, with careful planning for the individual building on what they can do, adapting their teaching to suit the needs of the pupil and achieve inclusion and employ specific strategies to support learning.



In addition to high quality teaching, some pupils may benefit from additional, targeted intervention that is delivered in small groups. Such groups are put together to address specific gaps that have been identified in a pupil's learning and will be closely monitored to ensure that they are resulting in good progress for the pupil. These groups may be run by a teacher or teaching assistant who has had relevant training and can be run within or outside of the classroom. At times, an approved outside agency may run these small group interventions; parent/carer permission will be sought in these situations.

In some cases, pupils may have needs that require more individual support. This support may include the following:

- to deliver a specialist package (for example a programme devised by a speech therapist, occupational therapist, physiotherapist)
- to access certain parts of the curriculum
- individual teaching programmes to improve literacy or maths skills
- support with medical/physical needs
- support to manage social situations and emotional needs

The SENDCo works alongside the Senior Leadership Team and Year Group Leaders to map additional provision across the school and deploy additional staff to deliver small group and specialist 1:1 intervention which are time-monitored and have explicit targets. These are recorded on the school provision map which is a live document.

# How do we assess what additional support your child might need?

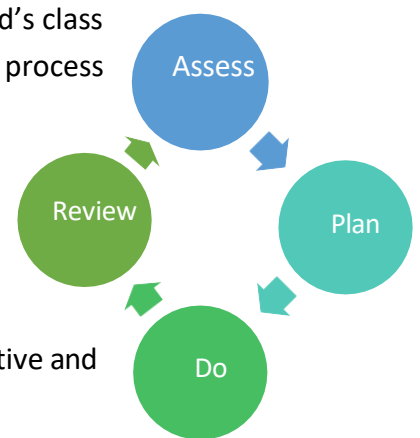
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The general progress of all pupils in our school is carefully monitored by class teachers who know the children in their classes well. Our marking, feedback and assessment policy supports teachers in monitoring learning and regular assessed pieces of work means that class teachers have a very good understanding of where every child is up to in their learning journey and can help identify where there may be cause for concern or a possible barrier to learning. Attainment and progress are rigorously tracked by the class teacher and monitored alongside the Senior Leadership Team and SENDCo at termly pupil progress meetings.

We aim to identify any Special Educational Need(s) as early as possible in order to provide appropriate support and early intervention. However, we recognise that Special Educational Needs can become apparent or affect a child at any point during their school career and so we continually monitor progress to ensure every child is making progress from their starting points.

Where a possible need or concern is identified, either by the class teacher and/or parent, this will lead to a discussion about what strategies can be implemented and once put into place, will be monitored regularly; the pupil will be under 'SEND Monitoring'. Any concern will be communicated and discussed to parents/carers via their child's class teacher and they will be fully involved and take an active part in the process of identifying any specific needs or barriers to learning.

As a Federation, we apply the Graduated Approach to identifying SEND when considering the strategies and approaches to use in the classroom with pupils with SEND. This process is often known as the ASSESS-PLAN-DO-REVIEW (APDR) cycle. This helps to ensure that individual needs are considered and suggested support is effective and appropriate for the individual. This process is outlined below:



- **Assess**

Data on the pupil held by the school will be collated by the class teacher in order to make an accurate assessment of the pupil's needs. Parents/Carers will be consulted in this early discussion to support the identification of action(s) to improve outcomes. It may be that the SENDCo undertakes some further, more specialist assessments, at this stage to unpick the pupil's profile further.

- **Plan**

The class teacher, with support from the SENDCo and other key adults within school, and in coloration with parents/carers, will devise support plan and expected outcomes for the child based on the information gathered at the assess stage as well as taking into account parents/carers' aspirations for their child.

- **Do**  
The plan devised will be actioned, led by the class teacher, with the support and guidance from the SENDCo. Progress will be monitored through observation, marking and assessment as appropriate. A date will be set for reviewing progress.
- **Review**  
Progress towards the agreed plan and outcomes will be tracked and reviewed, at least termly, in collaboration with parents. If review of the action taken indicates that “additional to and different from” support will be required, then the views of all involved including the parents/carers and the pupil will be obtained and further appropriate evidence-based interventions identified, recorded and implemented by the class teacher with advice from the SENDCo. At this stage, it is likely that it will be appropriate to repeat the cycle again, adjusting the plan based on the assessment and review of this cycle to establish if this has a positive impact on the pupil’s progress.

## What is the SEND Register?

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The SEND Code of Practice (2015) suggests that pupils should only be identified as having a special educational need if they do not make adequate progress once they have had interventions and adjustments that make up high quality teaching and personalised provision. It is only at this stage that the pupil’s name will be officially added to the school’s SEN register.

All pupils with SEND are recorded on a register which is shared with teachers and support staff to ensure everyone is informed. Pupils with SEN needs will be recorded in a single category ‘SEND Support’. Those pupils with an Education Health Care Plan are highlighted. This is a live document and is updated when necessary. These pupils will also be recorded as having SEND on our central system, SIMS, and data linked to this is shared with the Local Authority via the School Census twice yearly.

Each child on the SEND register will have a ‘One Page Profile’ which reflects the pupil’s likes, strengths and difficulties and will highlight key learning strategies identified to support them. These personal profiles are written with the direct input of the pupil, their parents, their class teacher and the SENDCo. These will be live documents and will be updated and reviewed termly.

All children on the SEND register will have a specific SEND target(s) which will be set in line with the whole school termly review cycle and these will be communicated and discussed to parents as part of the termly SEN Parent meeting.

The target(s) will be set by the class teacher in discussion with the parent and pupil and each target will be specific, measurable, achievable, realistic and time bound (SMART).

These targets will be formally reviewed each term. The class teacher holds the responsibility for evidencing progress and reporting on this progress to parent/carer each term during the SEN Parent Meeting and to the Senior Leadership Team in the pupil progress meeting.

We understand that pupil's needs will change and develop over time and it may be, in time, that they no longer require support that is 'different from and additional to' that of other children in the school. If it is felt that a pupil no longer needs to be on the school's SEND register, a meeting will be held with parents/carers and, where appropriate, the pupil. The reasons for such a decision would be discussed in full and everyone's views recorded. An agreed way forward would be planned by all present. The pupil's progress would continue to be carefully monitored by the class teacher and through pupil progress meetings.

## What is an Education, Health and Care Plan (EHCP)?

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In a small number of cases, where a child does not make progress over a period of time, in spite of high quality, targeted support it may be decided that an Education, Health and Care Plan (EHCP) request is appropriate; this process is always done in consultation with parents/carers. Parents/carers can also independently request for an EHCP referral directly from the Local Authority. The EHCP is a legal document and will outline the support the child will receive from school and any other agencies involved in their care and what strategies must be put in place. It will also have long and short-term goals for the pupil.

The guidelines for an EHCP are set by the Local Authority and are very specific. Generally, they are only considered if the pupil is Looked After and therefore is additionally vulnerable; the child has a lifelong disability which means they will always need support to learn effectively; or the child's achievements are so far below their peers that it is likely alternative provision will be required at some point. Pupils who are considered to be able to manage within mainstream provision, albeit with support, are less often assessed for an EHCP. Having a diagnosis (for example, Autistic Spectrum Disorder (ASD), Attention Deficit Hyperactivity Disorder (ADHD), dyslexia), does not mean necessarily that a child's needs will qualify for an EHCP.

If the referral for an EHCP is successful, a member of the Local Authority will begin the 'Neds Assessment' process. If a referral is refused at any point of the process, the parents/carers can appeal the decision.

The EHCP will be regularly reviewed by the class teacher and SENDCo in consultation with parents/carers and the pupil. In addition, there will be a formal meeting each year called an Annual Review. Parents/carers, the SENDCo and the pupil will always attend this meeting. Often other professionals involved in working with the pupil will be invited to attend too. At this meeting the pupil's progress will be discussed in relation to the outcomes in their EHCP. If any changes are felt necessary to the EHCP, this will be discussed and those present at the

meeting will seek agreement as to what those changes should be. A formal written report will be sent to the Local Authority within two weeks of the meeting. The Local Authority will then consider the recommendations made in the report and formally respond, making any necessary changes that they agree to. If parents/carers do not agree with the Local Authority's decision at any point, they can engage in the Local Authority's appeal process.

For additional information and FAQs about EHCP's, please refer to the Suffolk SENDIASS website via the following link: <https://suffolksendiass.co.uk/education-health-care-needs-assessments-and-plans/>

## What should I do if I believe my child may have a special education need?

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Your child's class teacher should *always* be the first point of contact. Making an appointment to sit down and speak with them about your concerns as this will help you to determine whether your child is experiencing the same difficulties in school. Together you can decide whether the SENDCo needs to be consulted.

## What adaptations can we make to the curriculum and learning environment to support your child?

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At Fairfield and Colneis, we endeavour to adapt the curriculum and learning environment to meet individual needs, where it is possible and reasonable. When necessary, advice is sought from a range of professionals to ensure that physical and sensory needs are fully understood and any necessary adaptations are made. Within reason, we will carry out adaptations that make the building as accessible as possible and source any specialist equipment/resources that enable pupils to fully access the curriculum.

Appropriate adaptations to the curriculum and learning environment may include: individualised curriculum planning to meet specific needs; considering different learning styles; adaptations and use of specialist equipment to meet a particular sensory need such as a visual or hearing impairment. Resources such as coloured overlays, pencil grips, loop scissors and technology apps are always available.

Both our school buildings are on one level and we have accessible toilet facilities in both schools. More details regarding the accessibility of the building and curriculum can be found in our Accessibility Plan, available on the school website. If you would like to discuss specific details regarding accessibility or would like a tour of the school, please contact the school office who will be able to arrange this with a member of the senior leadership team and/or SENDCo.

## How are children with SEND enabled to engage in activities available with children who do not have SEND?

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We pride ourselves on being an inclusive school and children at Fairfield and Colneis have equal access to activities irrespective of their individual needs. We endeavour to provide a range of activities and opportunities to make learning interesting and enjoyable. Pupils with SEND are always encouraged to join in and, where necessary, we make sure they have the support to do so. Children have regular opportunities to work in mixed ability groups and we actively try to identify opportunities for pupils with SEND to take the lead role in activities and be a role model for other children. It may be appropriate for an individual risk assessment to be put in place to ensure the pupil's safety and those of others.

## How will we monitor your child's progress?

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We use the graduated approach which considers the cycle of 'assess, plan, do, review' to guide us in the planning, implementation and review of support for children with SEND. Progress towards a child's targets will be assessed by the class teacher. Ongoing assessment of the child's

learning will take place during lessons and marking of work. In addition, specific assessments may be carried out in order to measure the child's progress towards targets and outcomes.



In order to inform our review, we consider the following factors listed below:

- Gain feedback given by the staff who support the provisions
- Communicate with the class teacher and teaching assistant(s)
- Review termly assessment data
- Review data from any specific assessments undertaken
- Listen to you and your child's views

This information will contribute to the review of targets and provision and amendments will be made to the support plan as necessary. It may be decided that a provision will be maintained, discontinued or a new one introduced. If an outcome has not been met, limiting factors will be discussed and the plan will be adjusted accordingly.

Provision for all pupils with SEND is tracked and regularly reviewed by the SENDCo and senior leadership team.

## How can we support your child with improving emotional and social skills?

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At Fairfield and Colneis, we recognise that most children need support in their social and emotional development from time-to-time. Therefore, we are committed to ensuring that all of our pupils are supported socially and emotionally, whenever it is needed. We also pride ourselves on having very caring staff, who take the time to get to know the children they work with. They are skilled in spotting children who may be having difficulties and we have a range of strategies and support we can put in to place to support individual needs including meet & greet, walk & talk time and lunch clubs.

Since 2018, we have adopted a whole school approach to supporting all children with their social and emotional wellbeing and development using the Thrive Approach. By using the Thrive Approach, we are able to screen whole classes so that teachers can support all children to develop their social and emotional skills at an age appropriate level. We are also able to create individualised support offering tailor made sessions for children either on a small group or 1:1 basis.



We have a Pastoral Team who work closely with children and families where children may need additional support with their emotional or social development.

We recognise that children with SEND are sometimes vulnerable to factors that may impact on their self-esteem. We are aware of this and consider this as part of your child's one-page profile and support plan. The achievements of all children are celebrated at Fairfield and Colneis, in line with our school values and behaviour policy.

Any concerns regarding bullying are dealt with immediately in accordance with our anti-bullying policy.

## How can my child share their views and explain what support works for them?

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At Fairfield and Colneis, we aim to take a pupil centred approach to planning for pupils with SEN. Pupils with a SEN often have a unique knowledge of their own needs and their own views about what sort of help they would like. From an early age they will be encouraged to contribute to the process of identifying and supporting their needs. Pupil Voice is central to many things we do in school and is captured in many ways:

- Children are encouraged to be reflective and self-evaluate their work and learning.
- Each child on the SEND register will have a 'One Page Profile' which reflects the pupil's likes, strengths and difficulties and will highlight key learning strategies

identified to support them. These personal profiles are written with the direct input of the pupil to ensure their voice is captured.

Each child on the SEND register will be invited to attend the termly SEN Parent Meeting alongside their parents to share their views on their learning.

- Where referrals are made, pupil voice is captured using the '4 houses model' which is a recognised approach used by the 'Signs of Safety' approach adopted by Suffolk Local Authority.
- Where appropriate to the age and understanding of the child, they are encouraged to share their views before or at review meetings.
- Pupil voice across the curriculum is captured regularly, including pupils with SEND through means such as the school council and monitoring processes.

Where a child has a specific Special Educational Need or disability, we are able to support parents in how to approach discussing this with their child in a positive way and at an age-appropriate level. Please speak to your child's class teacher or the SENDCo if you would like support in this.

## How will we work with you and support you?

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At Fairfield and Colneis, we firmly believe that partnership with parents/carers plays a key role in enabling pupils with SEN to achieve their potential. We believe that open and honest communication is extremely important and will always aim to ensure that you are kept informed and there are opportunities to discuss and work together for the benefit of your child's progress.

Parent/carers will receive an interim report towards the end of both the Autumn and Spring terms with a final end of year report towards the end of the Summer term. Opportunities will be offered termly to meet with the child's class teacher to discuss your child's progress through our SEN parent meetings. If your child has an EHCP in place then you will also be invited to attend the Annual Review meeting. We also offer some more informal events such as learning cafes and 'stay and play' events to allow the children to share their learning with parents and carers. We appreciate that sometimes things arise during these opportunities and therefore you can make a request to meet to discuss your child's needs and progress with your child's class teacher and/or SENDCo via the school office and we will endeavour to meet with you at the earliest mutually convenient time. We strongly encourage you to speak with your child's class teacher in the first instance as they have the closest working relationship with your child.

If your child needs an assessment that is different from the universal classroom assessments available, your permission is always sought. Similarly, before any referrals are made to external agencies, permission will also be sought.

Across the Federation, we have a Pastoral team made up of a full-time Pastoral Support



Worker, Mrs Dawn Piper, and a Deputy Pastoral Support Worker, Mrs Carolyn Shaw who are available to you at any time during your child's school journey. Our Pastoral Team are here to support you and your child with any difficulties that you are experiencing in a friendly, non-judgemental way. They can help in a range of ways including:

- Support with parenting offering helpful routines and strategies to use in the home
- Referring to and working with a range of external agencies to ensure best outcomes for families. This may include requesting a Common Assessment Framework (CAF) and working alongside the allocated Family Support Practitioner.
- Working alongside the social worker where they are supporting a family on a Child in Need (CIN) Plan, Child Protection Plan (CP) or a Child in Care (CIC).
- Offer emotional and social support for children and their parents/carers
- Signposting to external services and/or charities to support with a range of issues such as sources of additional funding; managing money; supporting mental health and wellbeing; relationships; housing.

A full list of our Early Help offer can be found on our school website.

## How can I support my own child's learning?

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You can support your child by attending events and meetings that are arranged with the school. This will include information about strategies and interventions and often these can be continued at home. By working together and providing a consistent approach, strategies and interventions have the best chance of being successful. If you require any resources like reading books or access to information about techniques to use in the home, the class teacher will be able to help you. School staff can also signpost to other websites, courses or agencies if you require further support or advice.

## Who else can we work with to support your child?

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Other professionals may become involved if it is considered that their input would be helpful in further assessing a pupil's individual needs or in putting together effective provision. The external specialist may act in an advisory capacity, or provide additional specialist assessment or be involved in working with the pupil directly. This would only happen with the full knowledge and consent of parents/carers. They will use the pupil's records in order to establish which strategies have already been employed and which targets have previously been set.

There are a number of services across education, health and social care that we can refer to or seek support and guidance from. The following table gives an overview of the kinds of services we can call upon, but is by no means exhaustive.

Education	Health	Social
Specialist Education Services (SES)	Health Visitors (for under 5's)	Healthy Child Practitioners (for under 5's)
SEND Family Services	School Nursing Team (for 5+)	The Oaks Children's Centre (for under 5's)
Psychology and Therapeutic Services	Occupational Therapy	Early Help Team (CAF)
Education Welfare Officer (EWO)	Physiotherapy	Social Workers for support at Child in Need (CIN) & Child Protection (CP)
Alternative Provisions & Specialist Settings	Speech and Language Therapy	Suffolk Family Carers
Virtual School for Children in Care	Primary Mental Health Worker (PMHW)	Young Carers
Level Two Youth Project	Emotional Wellbeing Hub	Activities Unlimited
	Neurodevelopment Pathway	Home Start
		Felixstowe Parenting Hub
		Level Two Youth Project

## Admission Arrangements

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It is the aim of our Federation is to be fully inclusive and no child will be refused admission to the school solely on the grounds of having Special Educational Needs.

In the case where a consultation is issued by the Local Authority to name our school as the setting in Section I of an Education, Health and Care Plan (EHCP), careful consideration will be taken to ensure that as a school we are able to offer the appropriate provision as outlined in the plan to ensure we are able to fully meet the needs of the child. A full response will be provided to the Local Authority within the timeframe requested.

## How do we support your child with important transitions?

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We have many robust transition systems in place that cater for supporting all children in moving between phases of their education whether it is when moving to a new teacher between academic years or moving between key stages. There are three key transition stages across the Federation of Fairfield and Colneis: starting our Infant school in Nursery or Reception; moving to our Junior School from year 2 to year 3; and moving up to high school from year 6 to year 7.

At all transition points, teachers work together to plan and prepare pupils for these moves by ensuring that all information and records are passed on to all new staff. All pupils are supported to through opportunities to experience their new environment and meet new staff who may be working with them through move-up days or stay and play sessions. Enhanced transition support for some pupils with SEND may be necessary through targeted support from our staff and/or outside agencies; this support is tailored to the needs of your child and may be provided in small groups or on a 1:1 basis. The arrangements may include:

- Photo pages and transition books of key staff, places and routines
- Transition groups run by our Thrive team for identified children during the summer term
- Additional opportunities for the child to meet their new class teacher or work with any new support staff.
- Additional opportunities for the child to visit their new classroom/year group area. This may begin before the child is aware of which class they will be in, for example, supported to take messages or resources to the new year group to become more familiar with an area of the school.

We have developed strong working relationships with the local feeder pre-schools/nursery settings and high schools to ensure an effective transition is planned and managed. The SENDCo may also liaise with other professionals involved with the care of your child such as health visitors, speech and language therapist or specialist teachers to ensure all information is received ahead of time allowing for a smooth transition.

If your child starts or leaves during the academic year, we will ensure that records are requested or forwarded in a safe and timely manner and liaise with your child's previous or new school setting, where appropriate, to ensure all key information has been handed over.

## What training do we give our teams across the schools to support your child?

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At Fairfield and Colneis, all teachers are teachers of children with SEND. We ensure that all staff, including support staff, have the opportunity to request information and training in any aspect of SEND that they require. This may be to enable them to plan learning effectively, to provide effective pastoral care, to nurture inclusion or to effectively evaluate progress. The SENDCo is available to offer support and guidance to teachers in relation to individuals or specific need and where appropriate, will arrange training for staff; this may be through in-house training, online training or arranging for outside agencies to deliver training. In some cases, it may be appropriate for staff to go off-site for training and we will endeavour to facilitate this. In addition, we currently work closely alongside a number of specialist professions, such as the Speech and Language Team (SaLT) and Specialist Education Services (SES), to upskill our staff ensuring the needs of all our pupils are met.

## How will my child be supported if they have medical needs?

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The school will always endeavour to make reasonable adjustments for medical needs and there is a separate Medical Needs policy in place; please see our school website for a copy of this. Staff are trained to meet the basic first aid needs of children. In the instances where more specific support is required to meet the medical needs of your child we would initially meet with you and gather as much information about the condition(s) and the interventions that are required. We would also liaise with any medical professionals who are working with your child to ensure that their advice is included and acted upon. Following this, we would draw up a care plan or individual healthcare plan for use in school. If staff training is required to further understanding or acquire skills for interventions, we would do our best to arrange for this to take place in a timely manner. Where our staff are expected to administer medications, the school's Administration of Medicines policy will be followed.

## How do we support Child in Care who have SEND?

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Children who are registered as a Child in Care (CIC) and have a SEND need will be identified and receive all necessary provision in line with their peers. However, in order to avoid breakdown in their care placement, we will endeavour to ensure that we address their needs immediately and as efficiently as possible. The Designated Teacher for Children in Care (CiC) will work alongside the social care team and appropriate Local Authority Virtual School to ensure joint working in accurate completion of Personal Education Plans (PEP) and other relevant paperwork.

The website for the virtual school can be found the this link:

<https://www.suffolk.gov.uk/children-families-and-learning/children-in-care-and-care-leavers/the-virtual-school-for-children-looked-after/>

**The Virtual School Headteacher for Suffolk is Mr Matthew Cooke.**

**Our Designated Teacher for Children in Care (CIC) across the Federation is Miss Emma Gooding. She can be contacted via the school office.**

## How do we continuously evaluate our provision for pupils with SEND?

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At Fairfield and Colneis, we undertake a number of measures that contribute towards evaluating the effectiveness of provision for pupils with SEND across our school, which are detailed below:

- Termly data tracking;

- Pupil progress meetings;
- Provision mapping;
- Deep dives;
- Pupil Voice;
- Parental feedback.

These are conducted by the SENDCo, members of the senior leadership team, specific subject leaders and governors. By using a range of measures, we are able to robustly evaluate the effectiveness of the provision we provide for pupils with SEND and make any necessary amendments where identified.

Our SENDCo is also an Assistant Headteacher across the Federation and therefore an active part of the senior leadership team, ensuring that SEND and Inclusion are kept as a high priority within the Federation's strategic focus. The governor with specific responsibility for SEND reviews provision on a termly basis and monitors that the vision and agreed actions matches what is provided across the Federation.

## Where can I get further advice and support in relation to SEND?

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Children, young people, parents and carers can also access independent advice and support from a service called SENDIASS (Special Educational Needs and Disabilities Information Advice and Support Service). They provide help and support on a range of topics relating to SEND and have a wide range of useful resources and videos. They are independent of the Local Authority and the school and can provide impartial advice.

The SENDIASS website can be accessed via the following link:

<https://www.suffolksendiass.co.uk/>

## What should I do if I am not happy with the provision my child is receiving or I wish to make a complaint?

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At Fairfield and Colneis, we take any concerns around provision, support and/or complaints seriously and will always strive to do our best to resolve them. This is best achieved through open and honest meetings involving all relevant parties and where necessary, independent support.

The SENDIASS service can help, either by supporting parents at meetings or informing them of any further course of action that they can take. The SENDIASS website can be accessed via the following link: <https://www.suffolksendiass.co.uk/>

If you wish to make a complaint about the SEND provision provided by our school, you should speak to the SENDCo in the first instance. By arranging a meeting with the SENDCo

you can discuss your complaint and the relevant steps can be taken. If you are not satisfied that your complaint has been resolved, you should than ask to meet with the Head Teacher.

## Conclusion

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We hope that you have found the information contained in this report helpful and informative. If you have any questions or comments about the provision for children with SEND at our school, please get in touch via the school office.

## Useful Links

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Below is some useful information and links to some services in our local area that that may be of interest. Please note that these groups/agencies are just a small selection of the support provided for children, young people and parents/carers of children with additional needs in our local area.

### SEND code of practice: 0 to 25 years

Guidance on the special educational needs and disability (SEND) system for children and young people aged 0 to 25, from 1 September 2014.



[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/398815/SEND Code of Practice January 2015.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/398815/SEND_Code_of_Practice_January_2015.pdf)

### Suffolk Local Offer

Suffolk's Local Offer provides information about the services available for children and young people with special educational needs and/or disabilities (SEND). Their website holds information about education, health and care services, as well as leisure activities and support groups – all in one place:



<https://www.suffolklocaloffer.org.uk/>

### SENDIASS (Special Educational Needs and Disabilities Information, Advice and Support Service)

Impartial and unbiased service providing parents, children and young people clear, accurate and relevant information about the local authority's policies and procedures and about the policy and practice in local schools and other settings. They have a great range of downloadable leaflets and factsheets.



<https://suffolksendiass.co.uk/>

### Suffolk Parent Carer Forum (SPCF)

Suffolk Parent Carer Forum is a voluntary organisation that aim to facilitate two-way communication between parent/carers and local services. They provide feedback on services, offer constructive challenge to current services and have input in to decision making and planning for future service provision. They are dedicated to ensuring the parent/carer voice is heard.



<https://suffolkpcf.co.uk/>

### Activities Unlimited

Activities Unlimited provides short breaks and activities for all Suffolk children and young people who are disabled or who have additional needs aged 0 – 25. You and your child can become a member by enrolling with Activities Unlimited via their website:



<https://www.suffolklocaloffer.org.uk/short-breaks-and-leisure-activities/activities-unlimited>

### Suffolk School Nursing Team



School nurses work across education and health, providing a link between school, home and the community. Their aim is improve the health and wellbeing of children and young people. They work with families, parents and young people from five to nineteen. Schools or parents/carers can make referrals to this service. They also have 'Chat Health' text service for parents and young people to access advice.

<https://www.suffolk.gov.uk/children-families-and-learning/childrens-health/school-nursing-service>

### Children & Young People's Emotional Wellbeing Hub



This website provides information, advice, and guidance if you are concerned about the emotional wellbeing and mental health of a child or young person aged 0-25 years.

<https://infolink.suffolk.gov.uk/kb5/suffolk/infolink/health.page?healthchannel=1>

### NHS Wellbeing Suffolk



Wellbeing Suffolk offer help and support to improve wellbeing and manage stress, low mood and anxiety. We aim to reduce the onset of mental ill health, prevent deterioration and promote recovery by offering a range of flexible services tailored to meet your specific needs.

Our services, provided in community settings throughout the region, include a wide range of workshops and courses, talking therapies, including counselling and cognitive behavioural therapy, and access to social networks.

<https://www.wellbeingnands.co.uk/suffolk/>

### Neurodevelopmental Pathway



Neurodevelopmental difficulties such as Autism and Attention Deficit Hyperactivity Disorder (ADHD), mean that the way you see, hear or feel the world is different to others. Some experiences may include social, communication, concentration and memory difficulties. If you are concerned that your child may present with some of these difficulties, then a referral to this service can support you signposting you to advice, support and possibly explore diagnosis.

<https://infolink.suffolk.gov.uk/kb5/suffolk/infolink/advice.page?id=vuyrPmzW-Tw&fbclid=IwAROMXYfAcGpVnwjTPpTjmNpjf92PveTEGicLn3mtNKMj171bO5fzxLHd6h0>



### Coastal Parent Hub



Parent Hub is an informal positive parenting group run by parents, for parents, in your local area. They meet informally on the first Friday of the month for coffee, a chat and signposting, and a chance to hear from other local parents and speakers. parenting professionals and others will be available to talk informally about any ideas, questions or concerns you may have about parenting. They also have a range of helpful information.

<https://www.suffolk.gov.uk/children-families-and-learning/childcare-information-and-support-for-parents-and-providers/parent-hub/>

### Suffolk Family Carers



Suffolk Family Carers provide support and advice for parents/carers of children and young people who need additional care due to a range of needs, disabilities and illnesses.

They also offer support to children and young people who are identified as a 'Young Carer'. This is a young person who is caring for or emotionally affected by a family member who has a physical or mental illness, disability or addiction.

They also provide support to 'Sibling Carers'. This is a young person who is affected by a brother or sister's disability, illness or additional need.

<https://suffolkfamilycarers.org/>

## The Family Services Team



This team lead on the support of children, young people and their families so that with the necessary skills, young people progress into adulthood to further achieve their hopes, dreams and ambitions. Fundamental to this is our joint partner commitment to the delivery of services through a key working approach for all.

Family Services offer to:

- support individual children and young people and their families through their education pathway and/or SEND Journey
- ensure that assessments, including education, health and care needs assessments, provide quality advice and are delivered within statutory timescales
- monitor the progress of children and young people with SEND in achieving outcomes to prepare them for adulthood and offer support and guidance at transition points
- provide challenge to education providers to ensure provision meets the needs of individual children and young people.

<https://infolink.suffolk.gov.uk/kb5/suffolk/infolink/service.page?id=pjytJbX-8CI&localofferchannelnew=0>

## Specialist Education Services (SES)



The Specialist Education Services are part of Suffolk County Council and are a school facing service. They work together with schools to support schools and children with SEND across the whole of Suffolk in a variety of different ways, including support for children with visual and hearing impairments, dyslexia, behaviour needs, communication difficulties and others. Their teams comprise of a number of specialist teams including Cognition & Learning; Communication & Interaction; Sensory & Physical; Social, Emotional and Mental Health and Whole School Inclusion Services

<https://infolink.suffolk.gov.uk/kb5/suffolk/infolink/service.page?id=FBn2OXIJFE>

## Suffolk County Council SEND News Updates



This page includes the latest SEND news from Suffolk County Council and our partners.

<https://infolink.suffolk.gov.uk/kb5/suffolk/infolink/advice.page?id=3Kv5P-0HnE8>