

# **Special Educational Needs and Disability (SEND)**

## **Guide for Parents**

**(2019-2020)**

## SEND guide for parents



My name is Debbie Davis and I'm the SENDCo here at Colman Junior School. SENDCo stands for Special Educational Needs and Disability Coordinator so I am your point of contact for all matters about SEND.

I am here to help you and your child if they have additional needs which may get in the way of their learning whatever the cause.

I'm here every day and can be contacted via email [senco@colmanjunior.norfolk.sch.uk](mailto:senco@colmanjunior.norfolk.sch.uk) or via the office.

## Special Educational Needs or Disability (SEND) - what does it mean?

Many children will have a 'special educational need' of some kind; for some it will be for a short time whilst others will need extra help for most of their time in our school.

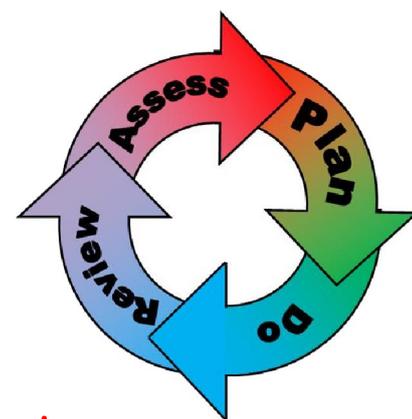
It could be that your child has difficulties with:

- all of the learning in school
- reading, writing, number work or understanding information
- expressing themselves or understanding what others are saying to them
- making friends or relating to adults

- social or emotional skills
- organising themselves
- or
- some kind of sensory or physical needs which may affect them in school.

Colman Junior School has a responsibility to all children with Special Educational Needs or Disability - SEND:

- To identify those pupils
- To work out what their needs are
- To give the right help to meet their needs
- To record and monitor their progress



## What can you do if you are worried that your child may be having difficulties?

If you think your child may have a special educational need, you should talk to your child's class teacher, to me Debbie Davis [senco@colmanjunior.norfolk.sch.uk](mailto:senco@colmanjunior.norfolk.sch.uk) or to the head teacher.

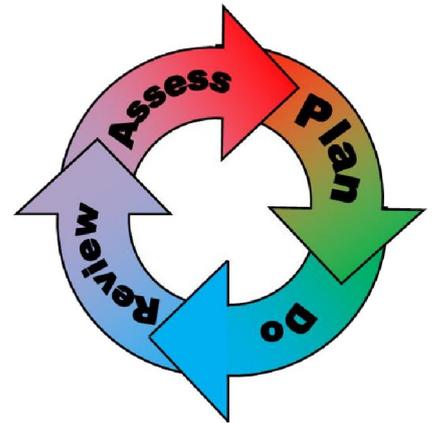
It is best to start with your child's teacher. You will be able to talk over your concerns and find out what the school thinks. Together we will better understand your child's needs and find ways to support them.

Working in partnership with your child's teachers will often help to sort out worries and problems. The closer we work together, the more successful any help for your child can be.

## Moving forwards - how do we provide support at school?

You will be part of any decision about giving extra or different help for your child.

This help might be:



- a different way of learning or recording things
- some help from an extra adult
- 1:1 or small group working, in addition to class work
- Being part of 'an intervention'

programme

- use of particular equipment like a writing slope, coloured paper/overlay, pencil grips
- pastoral support

**Please contact the school at any time you have a concern.**

At the parent-teacher consultation meetings every term, the SEND support that is in place for your child is reviewed with the class teacher.

I am also available to meet with you to discuss and review your child's progress. This is on the same evenings as parent-teacher consultation meetings.

I am also available to meet you throughout the year when you need to speak to me.

Annual Reviews are also held for children who hold Education, Health and Care Plans.

## Where else can you get information and help?

- School web site - SEND page
- Parent Support Advisor at Colman Junior School:



This is Geraldine Preston who is here to support all parents and families.

- Norfolk county council web site [www.norfolk.gov.uk/sen](http://www.norfolk.gov.uk/sen)
- The SEND Partnership Service  
[sendpartnership.iass@norfolk.gov.uk](mailto:sendpartnership.iass@norfolk.gov.uk)
- social care- Children's Services (Norfolk County Council)
- child health services - via your GP
- local voluntary organisations, mainly charities

## Meeting special educational needs

Our school has to follow the government guidance set out in the SEND code of practice (Jan 2015). A copy of this is available in school for you to read and a link to it below.

[www.gov.uk/government/publications/send-code-of-practice-0-to-25](http://www.gov.uk/government/publications/send-code-of-practice-0-to-25)

**There are 2 steps:**

**1. SEND support**

Your child's class teacher and SENDCO will carefully check your child's progress and put in additional support where needed. It may be within the classroom as extra or different help for your child.

If we think it is necessary, we will talk to you about asking for advice from other people outside the school.

We might want to ask for help from, for example, a specialist teacher, an Educational Psychologist, a speech and language therapist or other health professionals.

We can also ask for help, resources and advice from specialist schools.

I will include you in any discussions, and will keep you informed.

The outside experts help the staff by giving advice, specialist assessments and support to further help your child to progress.

**2. Statutory Assessment - an Education, Health and Care Plan**

If your child needs a lot more extra help which the school cannot provide or your child needs support in a 'complex needs school', or more specialist setting we will talk to you about asking the Local Authority to carry out a statutory assessment. This may lead to your child being given an Education, Health and Care Plan. (EHCP) For further details about this process please ask the SENDCO.

**What about when my child moves on to another school?**

You will be invited by the high schools in the autumn of Year 6 to visit and discuss transition. It is important to talk with the staff and possibly the SENDCO at the new school about how the school may support your child.

Moving to a new school is an important time for all children. Information about your child's needs and how they are helped in school, including existing support, is transferred to the new school. I attend transition meetings at the infant school and at high schools as part of this process.

I'm happy to arrange extra visits to ensure a smooth transition between schools to best meet your child's needs. We work closely with the infant school and all high schools to ensure your child is well informed and ready for this next step.

## What if you disagree with the school?

Talking through any worries or concerns you might have with the people at school; the class teacher, me or Mrs Sandford - the head teacher, should sort out any concerns or misunderstandings.

Parents can bring someone with them to the discussion to support them. If the matter is not resolved, you have the right to appeal to Governors in line with the school's complaints procedure as outlined in the current school prospectus and on the school website.

If you and the school still disagree after you have talked, you are free to get help and support through the local SEND Partnership Service; and access an informal disagreement resolution service provided by the Local Authority.

## What is The SEND Partnership Service?

SEND Partnership Services provide support and advice to parents whose children have SEND. They provide information to parents. They do not 'take sides'.

They help parents to make informed decisions about their children's education. When parents want an independent parental supporter, the service should provide one. You can find the latest contact details at:

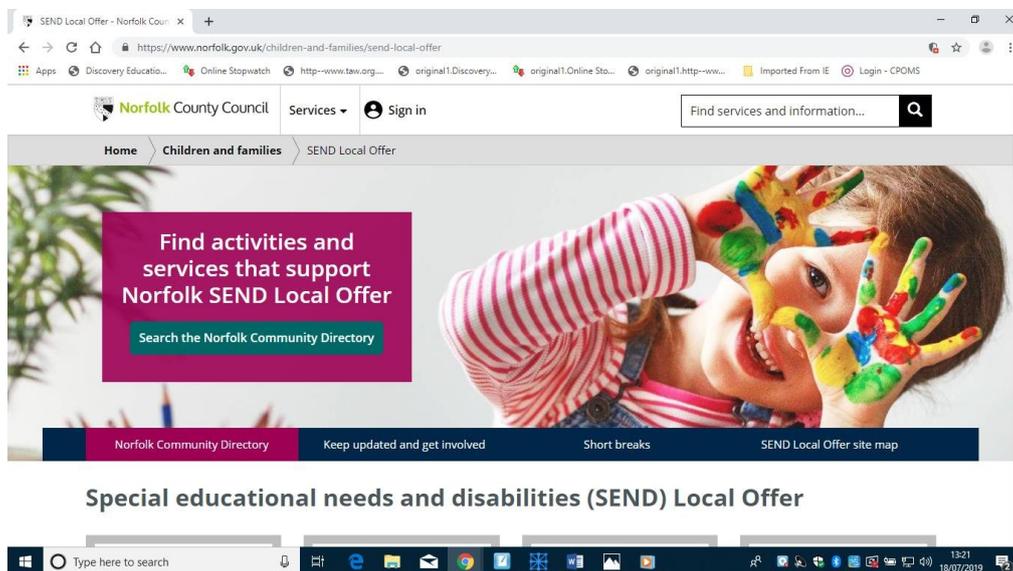
[www.norfolksendpartnershiass.org.uk](http://www.norfolksendpartnershiass.org.uk)

## If you need more help

There are many voluntary organisations that help children with disabilities or learning difficulties, and their parents. Others offer more general advice.

Please see our SEND page on the websites - 'Useful information for families' section

For lots of information please go to the Norfolk County Council web site to look at The Norfolk Local Offer:



<https://www.norfolk.gov.uk/children-and-families/send-local-offer>

Also [www.familyvoice.org.uk](http://www.familyvoice.org.uk)