



Special Educational Needs and Disability (SEND)

Guide for Infant School Parents (2023-2024)

SEND guide for parents

My name is Áine Delaney and I'm the SENDCo at Colman Federation.

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 work from the Junior school on Monday, Tuesday, Wednesday and from the Infant school on Thursday and Friday.

I can be contacted via email on senco@colmanfederation.org.uk or via the school 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.

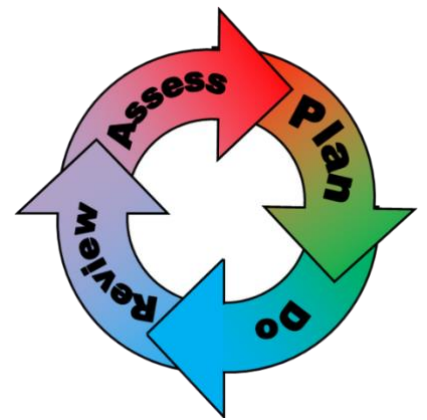
It could be that your child has difficulties with:

- all 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
- sensory or physical needs which may affect them in school.

Colman Infant 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, at the right time, 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 or to me.

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: coloured paper/overlay, pencil grips, communication aids, noise cancelling headphones
- pastoral / ELSA 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 available to meet with you; this is usually 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. Contacting me by email is the quickest way.

Where else can you get information and help?

- Federation web site - infant school - SEND page



- Donna Goldsmith is our pastoral and parent support advisor who work to support children and families.
- Norfolk county council web site www.norfolk.gov.uk/sen
- The SENDIASS Service [Norfolk SEND Partnership Home Page \(norfolksendiass.org.uk\)](http://Norfolk SEND Partnership Home Page (norfolksendiass.org.uk))
- social care- Children's Services (Norfolk County Council)
- child health services - via your GP or
- Just One Norfolk site - one stop shop for support <https://www.justonenorfolk.nhs.uk/>
- local voluntary organisations, mainly charities (the school office and pastoral team can help with specific needs)

Meeting special educational needs

Our school must 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

There are 2 steps:

1. SEND support

Your child's class teacher 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. There is an expectation that most SEND needs can be met in school.

<https://www.norfolk.gov.uk/children-and-families/send-local-offer/education-and-training-0-25/special-educational-provision-we-expect>

This outlines the support that ought to be available in every school. As SENDCO, I support the class teachers and TAs.

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)

<https://www.norfolk.gov.uk/children-and-families/send-local-offer/support-for-learning/education-health-and-care-ehc-plans/ehc-needs-assessment-and-plans/what-is-an-ehc-plan>

This link explains what an EHCP is. 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 junior school to visit and learn about transition. It is important to talk with the staff and the SENDCO at a new school about how the school may support your child. For Colman Federation, having the SENDCO working across the federation helps this process.

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 SEND transition meetings between the infant and junior school. I also can visit nursery settings as needed. 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 junior school 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 Catherine Wright the Federation interim head teacher, can help to 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 SENDIASS Service; and access an informal disagreement resolution service provided by the Local Authority.

What is The SENDIASS Service?

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

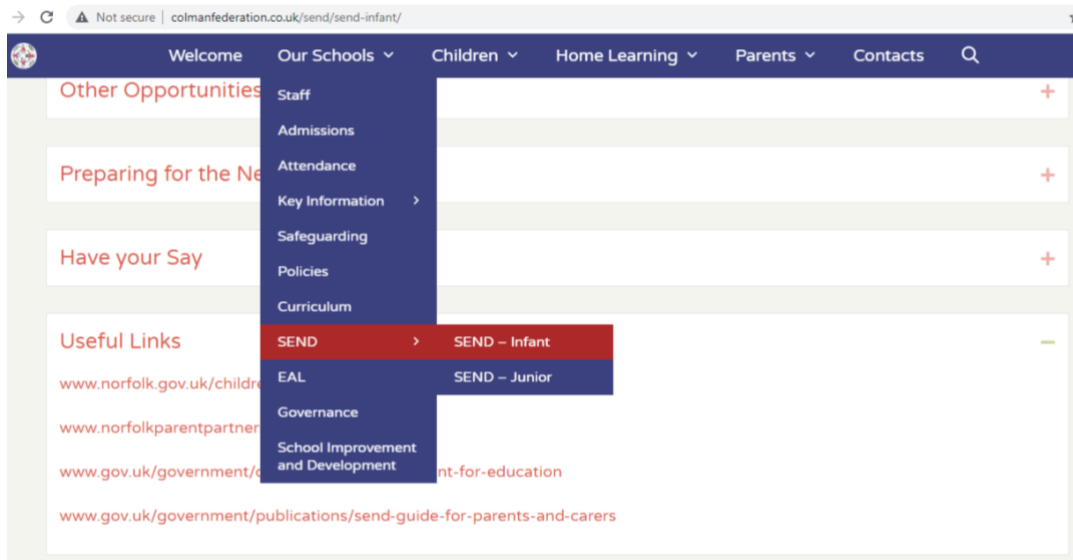
They help parents to make informed decisions about their children's education. When parents want an independent parental supporter, the service should provide one. You can find the latest contact details at:

[Norfolk SEND Partnership Home Page \(norfolksendiass.org.uk\)](http://norfolksendiass.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>



Welcome to Norfolk SEND Local Offer website

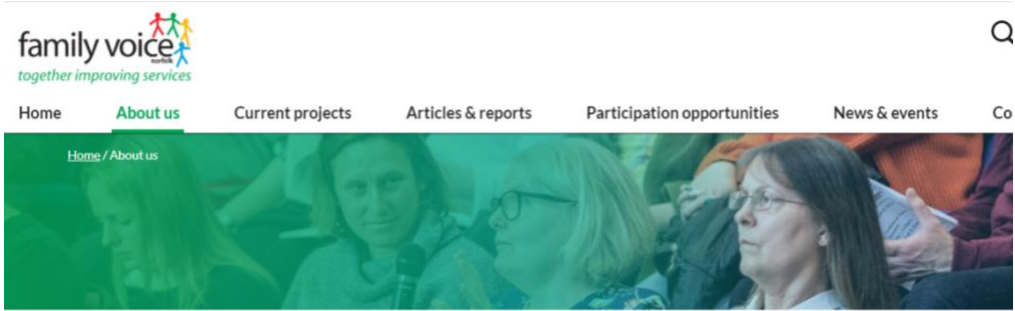
This website is for anyone in the life of a child or young person aged 0-25 who has a special educational need and/or disability (SEND) in Norfolk.

The website can help you:

- Find information on support in education
- Learn about special needs services that can help children, young people and their families
- Find a support network - parents, groups and organisations
- Get guidance and advice about how to help a young person plan their adult life



Also www.familyvoice.org.uk



About us

How we work

What we do

Who we are

About us

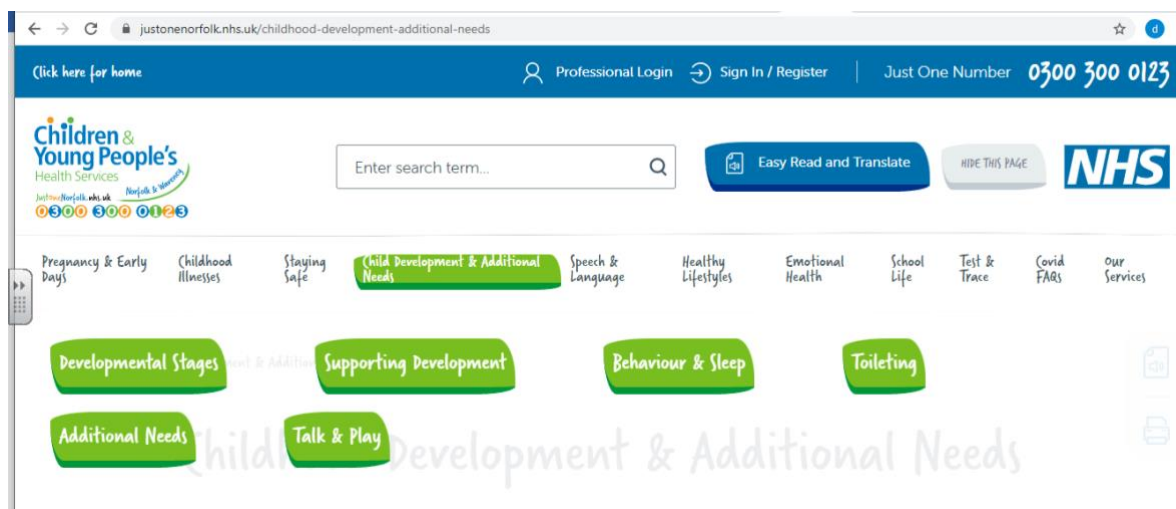
Family Voice Norfolk is the [parent carer forum](#) for Norfolk. We work with (not for) the local authority, health and social services to improve services for children and young people with special educational needs and/or disabilities (SEND) and their families.

[SENsational Families | Nansa](#)



Just One Norfolk

<https://www.justonenorfolk.nhs.uk/>



Reviewed September 2023