



SEN and Disability
Local Offer: Primary Settings

Name of School: **St. Mary's Church of England
Primary School, Rawtenstall**

School Number: 14018

School/Academy Name and Address	St. Mary's CEP School		Telephone Number	01706 216407
	Haslingden Old Road		Website Address	www.stmaryscep.org.uk
Rawtenstall				
BB4 8RZ				
Does the school specialise in meeting the needs of children with a particular type of SEN?	No	Yes	If yes, please give details:	
What age range of pupils does the school cater for?	4-11 years			
Name and contact details of your school's SENCO	Mr Neil Gurman (Headteacher) 01706 216407 Mrs Gillian Stephenson sendco@rawtenstall-st-marys.lancs.sch.uk			

We want to ensure that we keep your information up-to-date. To help us to do this, please provide the name and contact details of the person/role responsible for maintaining details of the Local Offer for your school/academy.

Name of Person/Job Title	Mr Neil Gurman (Head Teacher)		
Contact telephone number	01706	Email	head@rawtenstall-st-marys.lancs.sch.uk
	216407		

Promoting Good Practice and Successes

The Local Offer will give your school the opportunity to showcase any good practice you have around supporting children with Special Educational Needs to achieve their full potential. If you have any examples of good practice or success stories, we would encourage you to include these on your Local Offer web pages. For reasons of confidentiality, please do not include a child's full name in any case studies you promote.

I confirm that our Local Offer has now been published on the school website.

Please give the URL for the direct link to your school's Local Offer	https://www.stmaryscep.org.uk/page/?title=SEND&pid=2		
Name	Mrs Gillian Stephenson	Date	13/10/23

Please return the completed form by email to:
IDSS.SENDReforms@lancashire.gov.uk

Accessibility and Inclusion

What the school provides

The school was built in 1995 and is wheelchair accessible. The school is built on one level and to certify all access for pupils and parents with disabilities the school has ensured that all doorways and entrances are wide enough to accommodate a wheelchair if necessary. There is a disabled parking space available with a ramp down to school level. All information is available on the school website in addition to regular newsletters. On entrance to the school there are pictures of all teaching and non-teaching teaching staff along with their names and areas of responsibility. Information can be translated by bi-lingual teaching assistants and school offers an open door policy for any parents/carers whom may have any concerns or who require additional support. Furniture is modern and of a suitable height appropriate to the age group of children being taught in that classroom. Raised writing boards, coloured photocopies and covered overlays are offered to children who may have additional needs. Interactive white boards are installed in all classes including the school community room and ICT suite. I-pad, chromebooks and laptops are available for pupils with SEN or additional needs in addition to headphones and a variety of audio resources. Bi-lingual support is offered to any children with English as additional language and additional TAs are placed to support children with additional needs to lead interventions.

Teaching and Learning

What the school provides

The schools system for observing and assessing the progress of children will provide information about areas of the curriculum where a child is not progressing satisfactorily even though work has been varied and/or differentiated. The school will follow the assess-plan-do-review procedure when working alongside any children with additional needs. Class teachers will make an initial assessment that an individual child is not learning as effectively as possible. At this time the class teacher (with documented evidence such as children's work, class assessments, provision maps etc) should consult with the SENDCO to consider further strategies.

When a class teacher and SENCO identify a child with additional needs the class teacher should provide interventions that are additional to and different from those provided as part of the usual differentiated curriculum, this will be tracked by the SENDCO on termly provision maps and the child will be included on the SEND register. The class teacher and the SENDCO can break down the assessment into smaller steps in order to aid progress and provide detailed and accurate indicators. At this time the parents of the child concerned will be informed and a meeting will be arranged to discuss the main issues. Additional information may be collected from the parents such as what they have observed at home and what their child's main

weaknesses and strengths are at home. The class teacher in collaboration with the SENDCO/Headteacher may do this.

An individual education plan (IEP) should be started.

The SENDCO together with the class teacher will decide on the most appropriate type of action needed to help the child progress. This may be extra adult support in class such as a Teaching Assistant (TA) or additional resources/learning materials, the impact of which will be monitored and recorded on the termly provision map.

St. Mary's have a number of teaching assistants with varied experiences and qualifications to support children across the school. Support staff are first aid trained and have attended a variety of courses enabling them to support children with SEND and additional needs.

When sitting examinations some children with SEND can be supported 1:1, have timed breaks, be granted additional time, sit exams in a quiet setting or in a small groups to aid concentration. Reference will be made to appropriate guidance available for exams to ensure compliance with the guidance and evidence required.

The SEND provision map records the type of intervention a pupil is receiving, the duration and where it is taking place, the pupils' progress throughout the school and records on how much progress individuals make following the intervention.

Reviewing and Evaluating Outcomes

What the school provides

Parents and carers contribute and take part in Annual Reviews for children with Education, Health and Care Plans. Parents receive copies of all relevant paperwork and information concerning their child. Pupils are also asked to make a contribution to the review alongside the entire leading professionals that have made a contribution.

IEP's are looked at by the SENDCO and Class Teacher at least termly depending on the circumstance and pupil. Parents are invited into school to review their child's targets and are given opportunities to express any worries or concerns regarding their child's progress. The evaluated and updated IEP will be sent home and parents will be asked to sign stating they have received the IEP and if they wish leave any comments. Pupils will also be given a copy of their IEP so they are fully aware of their targets, this IEP will be kept in school. The Class Teacher will track IEP targets throughout and evidence will be collected as to when children has achieved their target.

The school holds a termly assessment week which assesses children's abilities in reading, writing and numeracy. Assessment outcomes are discussed between class teacher and SLT. The SENDCO will look closely at SEND progress and together with the Class Teacher discuss if any action/intervention is needed.

Provision Maps are completed by the SENDCO termly which outlines any interventions taking place for children with or without SEND. The Provision Maps include what intervention is taking place, what the intervention entails, where and when the intervention is taking place, which children are completing the intervention and who the leading professional is. The SENDCO will evaluate the children's progress and monitor whether the intervention has been successful or not. The Provision Map will be up dated termly.

Keeping Children Safe

What the school provides

The Headteacher carries out Risk Assessments where necessary. Class Teachers may also carry out Risk Assessment which will then be authorised by the Head Teacher.

There are different designated pick up areas around the school for KS1 and KS2. A handover is required for all children in school.

A teacher and Teaching Assistant supervise each play time and lunchtime staff supervises lunch time. The school is open from 8:45am so that children can arrive at school and come straight into class.

Additional adult support is timetabled appropriately across the whole school, throughout the day. Some classes may have additional adult support if required dependent upon the SEND needs within each class. For example Reception has additional support staff along with the class teacher and an HLTA. A pupil with an Educational Health Care Plan may require 1:1 support if stipulated within their personalised EHCP plan.

All members of staff have received up to date Safeguarding Training and online safety training. Fobs are given to members of staff to gain access into school and security buttons are used to exit the school. All staff, visitors and volunteers are required to sign in on arrival, wear a visitors badge throughout the duration of their stay and sign out on their exit. This is via the Invenry electronic system located at the school reception.

St. Mary's strongly promotes Anti-Bullying in school. School partakes in the national Anti-Bullying week with many assemblies and activities in which all children contribute to. KS2 buddies are assigned to KS1 children encouraging children to be co-operative with each other and ensure all children have friends and are not alone. Parents can access our school's anti-bullying and Health and Safety policy on the school website or a hard copy will be given on request.

Health (including Emotional Health and Wellbeing)

What the school provides

All medication is kept in a locked cupboard. Medication is labelled with the child's name, year group and use by date. Parents are encouraged to administer their child's medication but if they are unable to do so school will follow Lancashire County Councils policy on administering medication. Parents will be asked to fill out a form with details of dosage and frequency and will sign authorising schools designated members of staff to administer to their child.

Care Plans are drawn up with the pupil and their parents, school nurse, SENDCO and the child's teacher. Care Plans will also be shared with all other members of staff and any additional training will be offered. Class teachers will be given a copy of the Care Plan and a copy will be kept in SEND records.

Designated members of staff are first aid trained with Reception staff having additional paediatric first aid training. In case of a medical emergency a First Aid trained member of staff will be contacted in the first instance where they assess the child and make a medical judgement of what further action is needed. Parents will be contacted in any medical emergency.

Along with School Nurse the SENDCO is also in regular contact with an Education Psychologist, Occupational Therapist and Speech and Language Therapist. All professionals will meet with staff and children discussing any issues or concerns and ensure all staff has the correct training to deal with children's particular needs.

We see children's emotional health as a priority; school displays a nurturing and caring ethos. Children participate in daily collective worship and are encouraged to join in fully with school life. Class assemblies, after school clubs, whole school competitions and events are available to all children. PSHE/RSE is taught weekly and school frequently revisits online safety and anti-bullying lessons.

St. Mary's is a healthy school and sustaining a healthy lifestyle is vital in our learning journey. We have a major focus on sport where children participate in at least two hours of PE a week. Swimming is offered to children in years 5 and 6 and numerous free sports clubs are offered to all children as part of our extra-curricular provision.

Communication with Parents

What the school provides

A school brochure is provided to any new or prospective parent/carer giving details of the day to day life of St. Mary's Primary School. The brochure will include names of all members of staff including their areas of responsibilities. A notice board is also displayed in the entrance to the school with pictures and names of all teaching and non-teaching staff, the school's website also contains these details therefore parents will know who to contact if they have any concerns about their child.

The school operates an open door policy where parents are welcome for informal chats without an appointment being made. Most teaching staff are available at the beginning and end of the school day where again there is an opportunity to discuss any issues a parent may have. If the teacher is unavailable then an appointment will be made through the school office. The Headteacher is available via arranged meetings organised via the school office, to speak to parents if they wish to do so. The school holds two parents' evenings throughout the year (October and March) and an end of year report is provided in Summer.

Open days are available for existing and prospective parents in the Autumn term where parents are invited into school throughout the day. This is an excellent opportunity to see the day to day running of our school.

The school encourages any feedback from parents and are often asked to fill in questionnaires and report back formally and informally regarding anything that may have happened in school. Parents can also use Parent View on-line to leave comments about the school. Parents are kept up to date with the school calendar through regular newsletters, the frequently updated school website and also through text messaging.

Working Together

What the school provides

There is a Pupil Council for pupils to contribute to and share their own views and thoughts. Members of the Pupil Council are changed termly giving children opportunities to experience being part of this initiative. Any other children who may have ideas, thoughts or suggestions are asked to make a note and post it in the Pupil Council box which will be opened in every meeting. Pupil Council meetings are held half termly to discuss any issues and upcoming charity events.

Providing an open door policy, holding two parents evenings and constantly asking for formal and informal feedback from parents provides many opportunities for parents to express their points of view about their child's education. Parents are asked to attend and contribute to annual and IEP reviews and are invited to many coffee mornings and play and stay sessions. During the Summer the Reception Class Teacher holds induction sessions for the new Reception class where parents are asked to stay and support their child. This gives opportunities for both children and parents to familiarise themselves with staff and the environment. Parents may wish to discuss any worries or concerns they may have.

Parents are offered opportunities to gain experience working with children and within the school environment through volunteering and being a parent governor. A number of parents are part of the governing body of the school, and serve as representatives of all parents.

What help and support is available for the family?

What the school provides

The Class Teacher, Headteacher or Bi-lingual Teaching Assistants can offer parents help with forms if this is required. Parents are provided with information, advice and guidance through the school by regular newsletters, our updated websites and inviting parents to meetings and events.

The school has its own charity; Friends of St Mary's and hold many fundraising events. Throughout the year the money collected helps families by subsidising school trips and providing children in school with activities, projects and resources. Breakfast and after school club is available for all children and they are also provided with a number of free after school clubs.

If a child requires a travel plan to get their child to and from school this would be dealt with by the SENDCO and Head Teacher if required.

Transition to Secondary School

What the school provides

The transition between primary and secondary school will begin when children are in Year 5. Children are given opportunities to visit Haslingden High School and Alder Grange for a one off taster day.

The SENDCO will be in contact with the Secondary School SENDCO to discuss any children with SEND to ensure all children receive a smooth transition from Primary to Secondary School.

Extra Curricular Activities

What the school provides

St. Mary's operates a daily breakfast club (from 8am) and after school club (until 6pm). These are available to all pupils and the breakfast club is free of charge to pupils are eligible for pupil premium funding.

Breakfast and after school schools run most days and are free of charge to all pupils. The clubs are available to all the pupils in the designated age range assigned to that activity and staff will ensure children are chosen fairly as numbers may be limited (e.g. if a child has previously taken part in that activity another child will be chosen to ensure all children are given opportunities to take part).