



SEND INFORMATION REPORT **(Including EYFS and Boarding)**

What should I do if I think that my child has a Special Educational Need or Disability (SEND)?

In the first instance you should contact your child's Key Person (EYFS), the Class Teacher (Primary) or the Form Tutor (Senior) to highlight your concerns. Discussions will then take place in School with all relevant staff including the SENDCo (Special Educational Needs and Disabilities Co-ordinator). The SENDCo for Early Years is Mrs S Taylor; the SENDCo for Primary and Senior School is Mrs S Barclay.

How does the School identify SEND?

Special Educational Needs can be identified through a wide range of evidence which includes:

- In-class observations
- Baseline Data
- Questionnaires completed by the Class Teacher
- Concerns raised by Teaching Staff or Parents
- Self-referral by the student

Where a cognitive learning difficulty or disability has been identified the student will be placed on the School SEND list. At EYFS specific next steps will be incorporated into the pupil's Learning Journey (LJ) and a graduated approach of Assess, Plan, Do, Review is followed. For cognitive learning difficulties at Primary an IEP (Individual Education Plan) will be put in place and for Seniors a Pupil Learning Profile (PLP) will be completed. If an Education and Health Care Plan (EHCP) is in place, this will be reviewed annually and a report supplied to the Local Education Authority.

What support is available for my child?

The School provides quality first teaching (QFT) in which staff know their students well and plan accordingly with appropriately differentiated resources. A range of computerised intervention programmes (e.g. Units of Sound) are available which can be completed by students in-school and at home. Teaching Assistants and Key Workers may be allocated to some EYFS and Primary classrooms to support individual/small groups of students. In the Senior School, staff are available to students on request and provide additional support through subject specific clubs. The SENDCo provides specialist teaching to identified individual/small groups of students. Where a student has an appropriate Independent Educational Psychologist or Specialist Assessor Report (costs met by the parents,) AND sufficient internal evidence to meet the Joint Qualifications Council (JCQ) criteria, an application for examination consideration will be made by the School.

When a student transfers to a new Key Stage within the School, key information will be passed through with the child. If a student transfers to another School, appropriate transition information will be provided as requested.

How will I find out about my child's progress?

In the EYFS each child has a Learning Journey (LJ) which is regularly shared with parents. There are three Parents' Evenings per year and individual progress reports covering the seven areas of learning are sent out each term. Primary School students are provided with termly assessment grades in the core subjects and individual curricular targets. In the Primary School there is a termly Parents' Evening and an Annual Report. If your child has an Individual Education Plan (IEP), you will be able to discuss this with the School prior to signing it. In the Senior School students receive progress grades in all subjects at five points during the year along with a termly contact in the form of either a Written Report or a Parents' Evening. Additional meetings can be scheduled with the Class Teacher (EYFS & Primary) or with the Tutor, Subject Staff or Assistant/Head of Lower/Upper School (Senior). In addition the SENDCo will contact parents by telephone, email or in-person as required.

Where necessary information will be translated into other languages for parents. If necessary, the School will make every effort to secure translation services where these are required.

The Special Educational Needs and Disabilities Policy is available on our website and provides further detail about the School's approach to SEND. (<http://ockbrooksch.co.uk/senior-school/wp-content/uploads/2015/02/SEND-Policy1.pdf>).