

# The Swallowtail Federation of Church Schools

SEN information report  
Updated Sept 2023

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# A note from our SENCO

*With friendship, trust and kindness we fly!*

*Love your neighbour as yourself,' Mark 12:30*



A video clip of our SENCO introducing themselves and sharing our inclusive vision with you coming soon...

A few of our children would like to share their thoughts on our school too so watch this space!!



# What is an SEN information report?



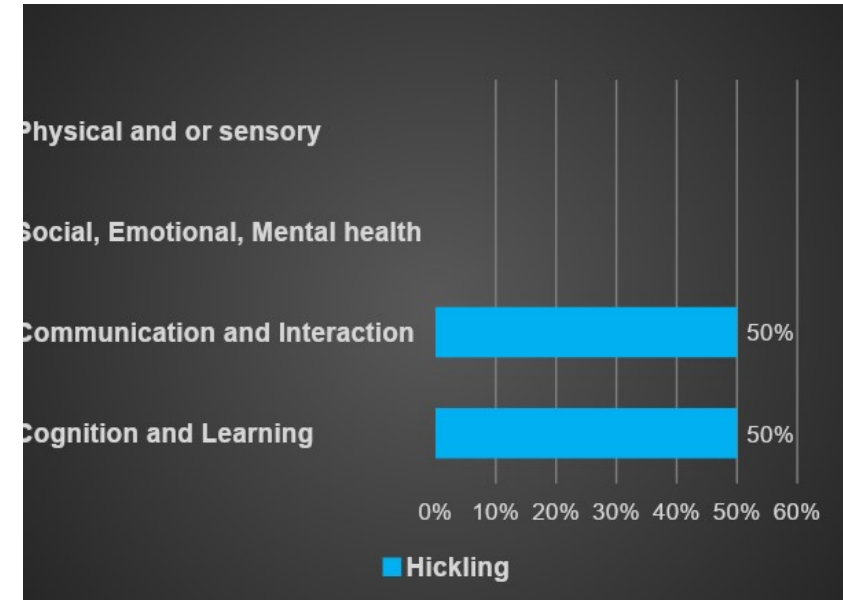
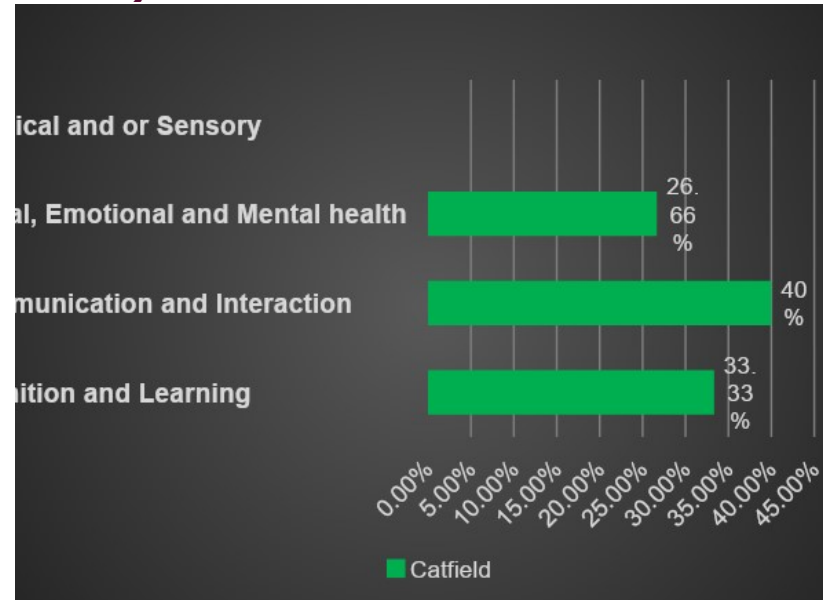
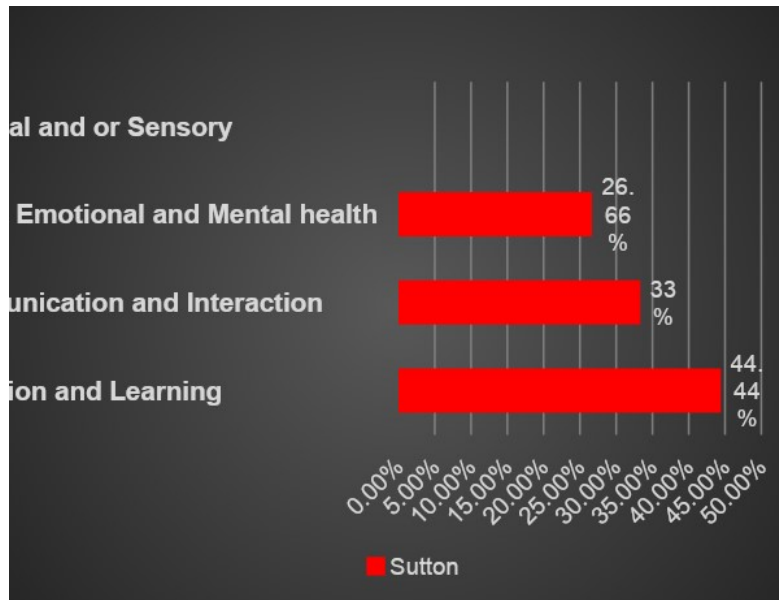
- ▶ This report is written to help children and their families understand the provision we offer to those with special educational needs and or disability (SEND)
- ▶ We have a legal requirement to share information with you
- ▶ We must review it and publish it annually
- ▶ This requirement is set out in the SEN Code of Practice which can be found here:  
[SEN Code of Practice](#)
- ▶ We have worked with our families to ensure this information is clear and hope you find the information you are looking for within! We welcome your feedback and thank you for reading 😊

# Areas of SEND in our schools



At all of our three inclusive mainstream schools, we pride ourselves on equal opportunity for all. No matter what barriers to learning children may face, we work together with the child, their family and teaching team to ensure they make good progress and are able to enjoy every aspect of school life.

Here are the percentages of primary needs in each area of SEND in each school (please note that pupils may have secondary needs that are NOT represented in this date)



# What to do if you have concerns your child may have SEN



Our classroom teachers always welcome open and supportive conversations around a child's progress in any area of the curriculum. They are the primary point of contact and can be reached via email through the school offices:

- ▶ [office@hickling.norfolk.sch.uk](mailto:office@hickling.norfolk.sch.uk)
- ▶ [office@catfield.norfolk.sch.uk](mailto:office@catfield.norfolk.sch.uk)
- ▶ [office@sutton.norfolk.sch.uk](mailto:office@sutton.norfolk.sch.uk)

They are also available at the end of the school day for a short discussions or to arrange a more formal meeting.

The federation SENCO **Bernie Moore** also warmly welcomes communication with families and can also be contacted via email:

[senco@catfield.norfolk.sch.uk](mailto:senco@catfield.norfolk.sch.uk) (please note this address is the same for all 3 schools )

# Policies and provision



**Please click on the links below to find more information:**

- [Inclusion and SEND policy](#)
- [Safeguarding Policy](#)
- [Accessibility Plan](#)
- [Behaviour Policy](#)
- [Equalities and Disabilities Plan](#)
- [Complaints Procedure](#)
- [Administration of Medicines](#)
- [School admissions - Norfolk County Council](#)
- [Provision for Autistic Spectrum Disorder](#)
- [Provision for Cognition and Learning needs](#)
- [Provision for Communication and Interaction needs](#)
- [Provision for Social, Emotional, Mental health needs](#)
- [Provision for Physical and or Sensory needs](#)

# How do we identify children with SEN and ensure they make progress?



- We use the Graduated Approach of Assess, Plan, Do, Review to identify potential SEN and then track our pupil's individual learning needs.

**We use various methods of assessment:**

INDES • 7C's • ongoing daily formative assessment • Summative assessment • Information from families • Pupil's own views • Reports from external professionals • SENCO monitoring of reasonable adjustments and specific SEN assessments

- **ALL children's progress in the core subjects is recorded on pupil asset which enables us to monitor progress and make comparisons with other schools' whole school and SEND data**
- **Once a child is identified as having SEN we assess every term using the 7C's approach to help identify pupil strengths and barriers to learning.**

*(If you click on the book to the right you will find more information)*

**The 7Cs provides a language of assessment that we can all use. We talk about each skill with the children and together agree strengths and areas for development. This helps us plan next steps and interventions. We are able to monitor the impact of SEN provision as the 7C's helps us capture small steps of progress.**





# How do we identify children with SEN and ensure they make progress?



- Each child recorded as having SEN creates a Pupil Passport to track their progress and ensure their voice is heard. Together with their teacher they answer the questions you can see in these thought bubbles
- Next, with their family and teachers, children identify areas of strength and areas for development using the 7c's language
- Teachers use this information to decide upon teaching adjustments and necessary interventions
- All information is shared termly with families either via email/phone or in person dependant on individual preference



What helps me learn?

What do I want to achieve this year?

What do I find difficult and how do I show it?

What makes me happy and what am I good at?

# EHCP: Education, Health Care Plan



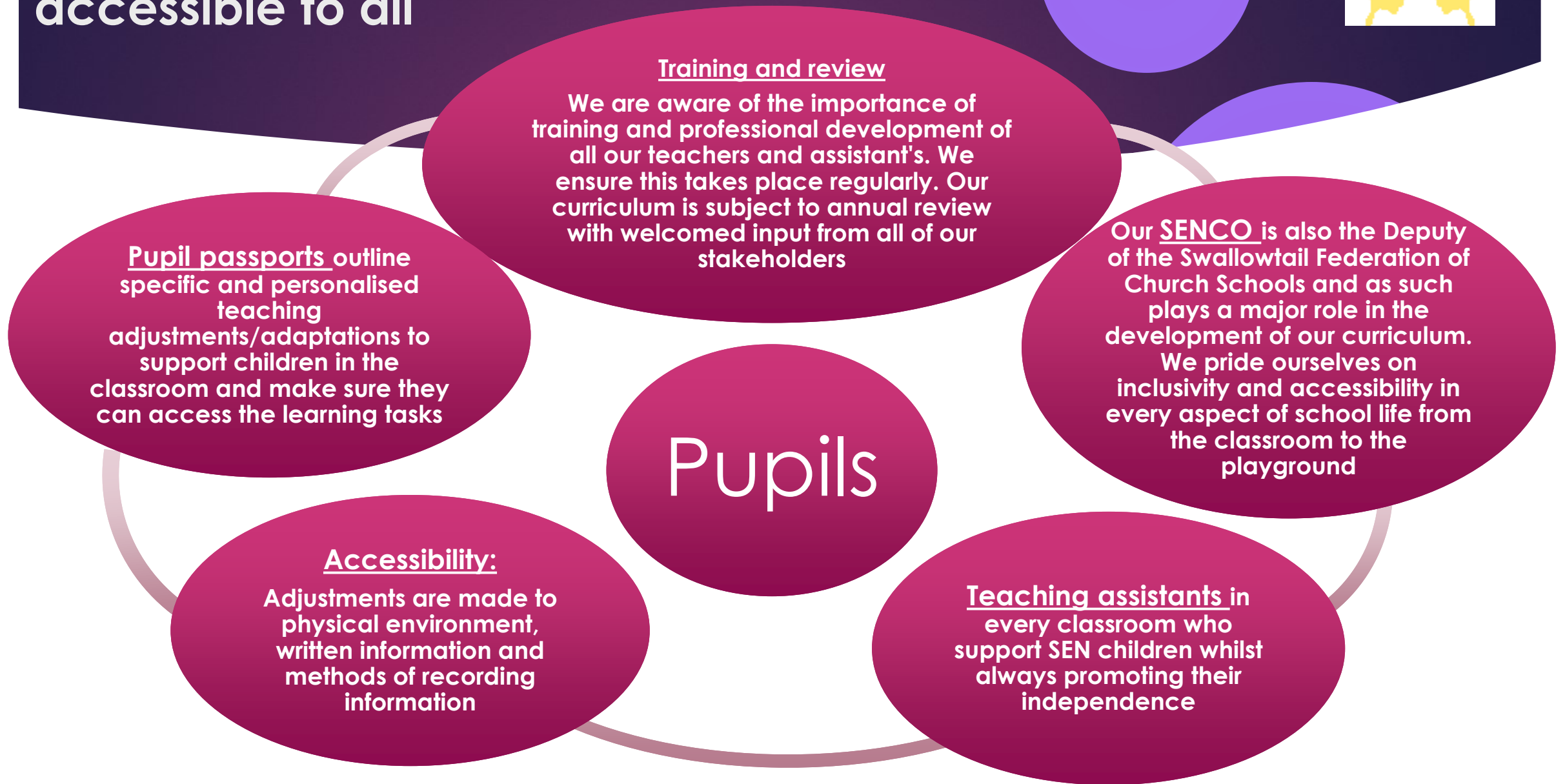
[Click here for: Information on EHCP's from Disability charity Scope UK](#)

**In some cases a child's needs cannot be met through reasonable adjustments and the core provision given to all. In these circumstances we would work with families to decide upon the best course of action and may request an Education, Health Care needs assessment. We support families throughout the entire process.**

**If a child already has an EHCP when they come to us, we ensure all staff working with the child are aware of needs and all requirements laid out in the plan. An annual review will be held at the school with the child and family at the forefront to review progress and required provision.**

**Norfolk EHCP Family advice line: 01603 679 183**

# How we ensure our curriculum and teaching is accessible to all



# How we ensure inclusivity throughout the school day

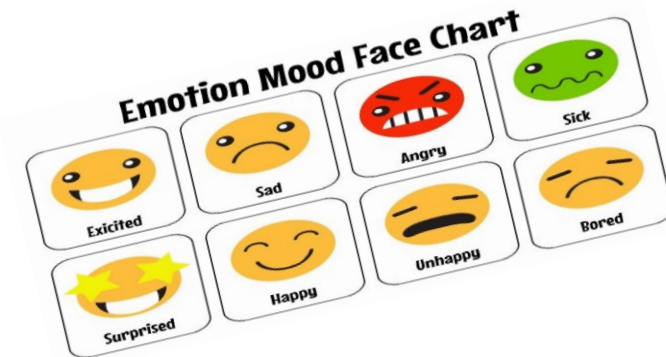


- ▶ We offer high quality teaching for all children and plan an accessible curriculum for all
- ▶ Reasonable adjustments and adaptations are made by our skilled teachers and put in place by them and their assistants
- ▶ Only children recorded as having SEN have a Pupil Passport
- ▶ Pupil Passports outline any additional and different personalised interventions the child may be accessing. These interventions are to help them overcome their barriers to learning
- ▶ We work closely with a range of external services to meet individual needs (more info on page 18)
- ▶ Some children will have an EHCP which is explicit in outlining the additional support the child is entitled to. We work with families to ensure the plan is working effectively for the child
- ▶ Speech and language therapy work can sometimes be focused on social communication and supports our children in their daily play/interactions with their peers
- ▶ We use specialist equipment such as chairs, hoists, sports and playground equipment and make necessary adaptations to ensure children can be part of the entire school day
- ▶ Quiet areas are available in all our schools when children require less stimulation
- ▶ Please refer to page 7 of this report and have a look at the 'Provision for...' documents for more detailed information

# How we support Social, Emotional and Mental health needs



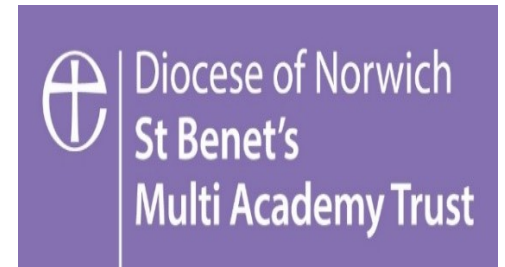
- We are small and nurturing schools who place great importance on the emotional needs of our children. We celebrate our differences and support our children's self-belief, helping them to become independent young people
- Mrs Bales is our SEMH ambassador and runs many 1:1 sessions with children to support their mental health and promote emotional literacy
- Mrs Bales also works closely with families to ensure their voice is heard; we believe you know your child the best!
- We have safe spaces in all of our schools where the children can go for quiet time
- We run buddy systems
- We offer Draw and Talk therapy
- We have developed many 'in-class' interventions to promote self-confidence and esteem
- When appropriate we refer our children to professional mental health services for advice and support



# Our expertise and training



- ▶ Our federation SENCO has successfully completed the National Award for SEN Coordination with the Eastern Partnership
- ▶ They also attend half-termly network meetings with St Benet's Multi Academy Trust led by Nadine Avenal who is the Trust improvement lead for SEND
- ▶ In addition to all of the above our SENCO also attends many training sessions provided by The Learning and SEND Inclusion team at Norfolk County Council. Completed this academic year so far: SEN data and Census, Inclusion and SEND identification, Element 3 funding, High quality teaching and SEND, Provision expected at SEN support
- ▶ Teachers and Teaching assistants attend regular training sessions around successful provision for SEND pupils
- ▶ Teachers and Teaching assistants attend external professional development training regularly
- ▶ 2023 teacher and TA training thus far: Autism in Education, 7C's, Pupil passports; making reasonable adjustments, Attention Autism, effective deployment of TA's



# How we spend SEND funding

To see our school's budget share's click [here](#)



SEND funding for the academic year 2022-23 is being spent on:

Additional adult support

Assessment materials

Educational psychologists and specialist teachers

SEMH sessions

Draw and Talk

Training

Teaching aids and resources

Nessy online spelling and reading

School to school referrals

Speech, language and communication sessions

We are currently looking at alternative provisions to be financed through our element 3 funding



# Ensuring pupil and family voice is heard



Please refer back to page 6 for SENCO and teacher contact information

- Our federation knows the importance of working closely with children and their families in order to achieve the best possible outcomes and support for pupils
- **Families of children recorded as SEN have termly meetings** (face to face or over phone depending on personal preference) **with the SENCO in addition to whole school parents evenings**
- Pupils meet with their classroom teacher termly to discuss their thoughts, concerns and progress
- All of the above is recorded on Pupil Passport
- Classroom teachers are always ready to listen to family's thoughts and can be spoken to at the end of any school day
- We ask pupils and families to complete anonymous questionnaires in the summer term to help us assess our successes and areas for improvement



# What to do if you have concerns or a complaint



If families are unhappy with any aspect of provision, we strongly encourage you to share this with your child's class teacher and SENCO in the first instance. We will listen and work with you to try to reach a solution.

In the event you feel your concern has still not been resolved you may wish to speak to your schools Senior Teacher

Hickling	Catfield	Sutton
Miss Blake	Miss Amis	Mrs Holmes
office:@hickling.norfolk.sch.uk	office@catfield.norfolk.sch.uk	office@sutton.norfolk.sch.uk

Should you wish to make a formal complaint you can click here for more information as to how: [Complaints](#)

# Professional support services we work with



## Health

- Just One Norfolk
- Neuro development service
- Speech and Language therapy
- Occupational therapy



## Education

- Virtual Sensory Support
- Educational psychologists
- Dyslexia outreach
- Specialist teachers
- School 2 School support
- Inclusion and SEND team



## Care

- Early Help
- Family Support Service
- Supporting Smiles
- Nelson's Journey

# Support services for families of children with SEND



Just one Norfolk website has a wealth of information for families and a friendly voice at the end of the line to direct you to the right help. There are also lots of online learning courses if you are interested.

← Click on this icon and take a peek!

Norfolk SEND information and advice support service also offer impartial information and advice

← Click here!

Norfolk Community Directory contains activities, services and groups to help all Norfolk residents live healthy, active and fulfilling lives.

← Click here to find out more!

SEND Norfolk Local offer also has lots of information for young people with SEND aged 0-25yrs and their families

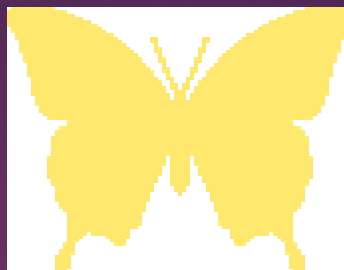
← Click to take a look!

# How we support school to school transitions



- ▶ We are very aware that moving on to another school can be very daunting for all children but especially for many with SEND
- ▶ We will work closely with whichever school you choose for your child when they move on from Y2 at Hickling and Sutton and Y6 at Catfield. This usually starts around Easter but again is dependant on individual need
- ▶ We tailor our transition strategy to best fit the needs of the individual child. This may include extra visits to the new school for familiarisation and orientation
- ▶ We do lots of work in school to prepare children for their next steps and always ensure the next school has all of the detailed information they need in order to continue to support your child
- ▶ We also always listen to families ideas as to how to make this transition as smooth as possible for their child
- ▶ For children who are new to us, we work closely with their previous school to ensure we have all the information we need to support the child. Using this information, we work with the child and their family to develop a pupil passport which is then shared with all staff. We offer as many orientation/familiarisation visits as the family would like. This could be led by a peer/peers, or member of staff. We also offer new children with SEND a staggered integration timetable if this is appropriate and supported by their family
- ▶ Due to the fact that our transition strategy is bespoke, it is under constant review





## The Swallowtail Federation of Church Schools

We hope you have found this report informative.

If you are not already part of our school community then please come and have a look around to see if our wonderfully warm, inclusive, supportive and achieving schools are a good fit for your child.

You are most welcome to arrange a tour. Just go back to page 6 to see contact details.

We look forward to meeting you soon! 😊

